

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, July 16, 2014

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the [Evansville Review](#), Union Bank & Trust and Eager Free Public Library.

I. Roll Call: Tina Rossmiller John Rasmussen Amanda Koenecke
 Kathi Swanson Sandra Spanton Nelson
 Eric Busse Melissa Hammann

II. Approve Agenda.

III. Public Announcements/Recognition/Upcoming Events:

- Back to School Days – August 12, 3:00-7:00 pm; August 19, 10:00 am-2:00 pm
- September 2 – First Day of School
- September 24, Annual School Board Meeting, 7:00 pm
- November 4, Referendum Election

IV. Public Presentations.

V. Information & Discussion:

- A. Health and Nursing Services Report.
- B. Bus Transportation Contract.
- C. Second Reading of Policies: #151-Board Policy Adoption, Review and Implementation; #151.1-Definition, Adoption, Amendment and Termination of Policy; #151.2-Access to Board Policies; #151.3-Administration in Policy Absence; #151.4-Definition and Board Review of Administrative Rules; #443.2-Student Conduct on Buses; #443.21-Rules for Student Conduct on Buses; #443.2 Form 1-First Violation, Warning; #443.2 Form 2-Second Violation, Suspension of School Bus Privileges; #443.2 Form 3-Third Violation, Suspension of School Bus Privileges; #443.2 Form 4A-Fourth Violation A, Suspension/Expulsion of School Bus Privileges; #443.2 Form 4B-Fourth Violation B, Expulsion of School Bus Privileges; #454- Reporting Child Abuse and Neglect; #454.1- Reporting Child Abuse and Neglect, Administrative Guidelines; and #454.1 Form-Child Protective Services Referral.
- D. Employee Salary Increases for 2014-2015 School Year.
- E. Strategic Planning Presentation and Discussion.
- F. Referendum Communication Plan/Strategy.
- G. Liberty Street Property.

VI. Public Presentations.

VII. Business (Action Items):

- A. Approval of A Resolution in Support of the Preservation of Tax-Exempt Financing.
- B. Approval of First Step of Strategic Planning.
- C. Approval of Resolution to Increase Revenue Limits for Curriculum Programming and Technology Initiatives.
- D. Approval of Resolution to Increase Revenue Limits for Building Safety/Security and Facility Maintenance.
- E. Approval of Resolution Providing for an Election on the Question of the Approval of Resolutions to Increase Revenue Limits.
- F. Approval of Letter From the Board on Referendum.
- G. Approval of Robotics and Mathematics Teams.
- H. Approval of Administrator Contract-TRIS Principal.
- I. Approval of Staff Changes: Resignation of Teachers and Occupational Therapist, Hiring of Teachers, and Speech and Language Pathologist.
- J. Approval of Donation From Sports Boosters, Resurfacing Track.
- K. Resolution Authorizing Temporary Borrowing in An Amount Not To Exceed \$5,000,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation In The Wisconsin School Districts Cash Flow Administration Program.

VIII. Consent (Action Items):

- A. Approval of Policies: #342.62 Services for English Language Learners (Bilingual-Bicultural Education); #342.63-Procedures for Testing English Language Learners; #345.1-Grading Systems; #362.1-Interlibrary Loan; #370-The Co- and Extra-Curricular Activities Program; #371-Co- and Extra-Curricular Participation; #443.2-Student Conduct on School Buses; #443.21-Rules For Student Conduct on Buses; #443.2 Form 1-First Violation, Warning; #443.2 Form 2-Second Violation, Suspension of School Bus Privileges; #443.2 Form 3-Third Violation, Suspension of School Bus Privileges; #443.2 Form 4A-Fourth Violation A, Suspension/Expulsion of School Bus Privileges; #443.2 Form 4B-Fourth Violation B, Expulsion of School Bus Privileges; #662.3-General Fund Balance; and #662.31-Committed Fund Balance.
- B. Approval of June 25, 2014, Regular Meeting Minutes.

IX. August 13, 2014, Regular Meeting Agenda.

X. Ten Minute Break.

XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss District Administrator Evaluation.

Mission Statement:

The Evansville Community School District, in active partnership with families and the community, will provide a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.

Vision Statement:

Creating a culture of excellence in:

- *Academic achievement*
- *Character development*
- *Pursuit of arts, athletics, and other activities*
- *Community engagement*

- *Highly effective staff*

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Persons needing special accommodations or more specific information about the agenda items should call 882-5224, Ext. 3387, at least 24 hours prior to the meeting.

Posted: 7/10/15

Re-Posted: 7/14/14

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, July 16, 2014
6:00 p.m.

District Board and Training Center
340 Fair Street (Door 36)

I. **Roll Call:** Tina Rossmiller John Rasmussen Amanda Koenecke
 Kathi Swanson Sandra Spanton Nelson
 Eric Busse Melissa Hammann

II. **Approve Agenda.**

Suggested Motion: I move we approve the agenda as presented (OR ADD – after moving items(s) _____).

III. **Public Announcements/Recognition/Upcoming Events:**

- Back to School Days – August 12, 3:00-7:00 pm; August 19, 10:00 am-2:00 pm
- September 2 – First Day of School
- September 24, Annual School Board Meeting, 7:00 pm
- November 4, Referendum Election

IV. **Public Presentations.**

V. **Information & Discussion:**

- A. Health and Nursing Services Report – *Director of Student Services, Ms. Ashby, has enclosed the 2013-2014 Health & Nursing Services Report. This report is shared with the Board annually.*
- B. Bus Transportation Contract – *Business Manager, Ms. Treuden, has enclosed information. This contract will be approved at the August meeting.*
- C. Second Reading of Policies - #151-Board Policy Adoption, Review and Implementation; #151.1-Definition, Adoption, Amendment and Termination of Policy; #151.2-Access to Board Policies; #151.3-Administration in Policy Absence; #151.4-Definition and Board Review of Administrative Rules; #443.2-Student Conduct on Buses; #443.21-Rules for Student Conduct on Buses; #443.2 Form 1-First Violation, Warning; #443.2 Form 2-Second Violation, Suspension of School Bus Privileges; #443.2 Form 3-Third Violation, Suspension of School Bus Privileges; #443.2 Form 4A-Fourth Violation A, Suspension/Expulsion of School Bus Privileges; #443.2 Form 4B-Fourth Violation B, Expulsion of School Bus Privileges; #454-Reporting Child

Abuse and Neglect; #454.1-Reporting Child Abuse and Neglect, Administrative Guidelines; and #454.1 Form—Child Protective Services Referral.

These policies come forward with suggested changes. We are asking that you waive the third reading of the #443.2 bus policies and approve them later in the meeting so that we may implement and share with families at the Back to School Days.

- D. Employee Salary Increases for 2014-2015 School Year – *Mr. Roth has enclosed a memo.*
- E. Strategic Planning Presentation and Discussion – *Ms. Swanson and Mr. Roth have enclosed information. They are looking for Board approval of the first steps later in the meeting.*
- F. Referendum Communication Plan/Strategy – *Discussion will continue from last meeting.*
- G. Liberty Street Property - *Steve Eager from Union Bank and Trust indicates that the house at 111 Liberty Street may be a total loss. If this is the case the house will need to be demolished and the lot sold as a bare lot. Steve does not have a price in mind for the lot. He stated that a bare lot in Evansville may sell for \$30,000. He does have interest from a neighbor of the property to purchase the lot.*

VI. Public Presentations.

VII. Business (Action Items):

- A. Approval of A Resolution in Support of the Preservation of Tax-Exempt Financing – *Enclosed is the Resolution that was shared at the June 25 Board meeting.*

Suggested Motion: I move that the Evansville Community School District Board of Education approve – A Resolution in Support of the Preservation of Tax-Exempt Financing, as presented.

- B. Approval of First Step of Strategic Planning – *From discussion earlier in the meeting.*

Suggested Motion: I move we approve the Continuous System Improvement plan as presented.

- C. Approval of Resolution to Increase Revenue Limits for Curriculum Programming and Technology Initiatives – *Enclosed is the resolution.*

Suggested Motion: I move we approve the Resolution to Increase Revenue Limits for Curriculum Programming and Technology Initiatives as presented.

- D. Approval of Resolution to Increase Revenue Limits for Building Safety/Security and Facility Maintenance – *Enclosed is the resolution.*

Suggested Motion: I move we approve of Resolution to Increase Revenue Limits for Building Safety/Security and Facility Maintenance as presented.

- E. Approval of Resolution Providing for an Election on the Question of the Approval of Resolutions to Increase Revenue Limits – *Enclosed is the resolution.*

Suggested Motion: I move we approve the Resolution Providing for an Election on the Question of the Approval of Resolutions to Increase Revenue Limits as presented.

- F. Approval of Letter From the Board on Referendum – *Ms. Swanson would like the Board to approve the attached letter. This letter will go on the web site referendum page.*

Suggested Motion: I move we approve the letter from the Board on referendum as presented.

- G. Approval of Robotics and Mathematics Teams – *Please approve the co-curricular positions for the High School Robotics Team Advisor and Math Team Advisor as presented at the June 25 Board meeting.*

Suggested Motion: I move we approve the co-curricular positions for the High School Robotics Team Advisor and the Math Team Advisor as presented.

- H. Approval of Administrator Contract – TRIS Principal – *Please approve the contract of Barbara Dorn. Barb earned a Bachelor of Science degree in Elementary Education from the University of Wisconsin in 1991 and a Masters of Science degree in Educational Leadership from Cardinal Stritch University in 2004. For the past eight years Barb has served as the Orchard Ridge Elementary Principal in the Madison Metropolitan School District. Prior to 2004 Barb served as an instructional facilitator, school improvement facilitator and elementary teacher. Barb has also co-presented at the National Title 1 Conference, co-facilitated Professional Learning Community workshops in Minneapolis and Milwaukee and presented at the Madison Schools Literacy Institute and Wisconsin Inclusion Project Conference. Barb will start on Monday, July 14 and her salary will be \$89,000.*

Suggested Motion: I move we approve the Administrator Contract, TRIS Principal, to Barbara Dorn, at a salary of \$89,000.

- I. Approval of Staff Changes: Resignation of Teachers and Occupational Therapist, Hiring of Teachers, and Speech and Language Pathologist -
- a. Chad Thompson, resigning as .50 High School Social Studies Teacher.
 - b. Heather Hanson, resigning as Reading/GT Teacher at Levi Leonard Elementary School.
 - c. Katie Tomaszewski, resigning as an Occupational Therapist.

Suggested Motion: I move we approve, with regrets, the resignations of Chad Thompson, .50 High School Social Studies Teacher; Heather Hanson, Levi Leonard Elementary School Reading/GT Teacher; and Katie Tomaszewski, Occupational Therapist.

- d. *Mandi Firgens, JC McKenna Business Education Teacher. Mandi previously spent five years as the business education teacher and FBLA Advisor at JC McKenna, and most recently has been the business education teacher and then technology integration specialist for Phoenix Middle School in Delavan Darien. In 2011, Mandi received the Loraine Missling Award, which is given to an outstanding Business Education Teacher with less than five years' experience. Mandi and her husband, Josh, reside in Milton and have two children, Clara (3) and a son Rylan (7 weeks). This position is being reinstated and Mandi will be paid a salary of \$52,427.*
- e. *Melissa Bonow, High School English/Language Arts Teacher. Melissa is a UW-Milwaukee graduate who has taught for six years prior to coming to Evansville High School. She has taught a variety of English courses/levels at Janesville Craig High School and Big Foot Unified High School. Melissa has taken the College Board AP workshops for English Language and English Literature; additionally, she has coached HS soccer and debate teams. Melissa replaces Sara Lazarescu and will be paid a salary of \$43,091.*
- f. *Lindsay Roesler, Speech and Language Pathologist. Lindsay Roesler grew up in a rural area between La Crosse and Coon Valley Wisconsin. She enjoys participating in all outdoor activities with my family and friends. Lindsay decided to become a speech pathologist in 2006 and began her formal schooling in Steven's Point Wisconsin. She moved to Milwaukee where she completed both her undergraduate and graduate degrees at UW-Milwaukee. This past year was her first year as a speech therapist in which she was the case manager for 60 students, and worked in 9 different voucher and private schools in Racine Wisconsin. Working with so many students, families, and teachers really solidified her desire to continue providing speech and language services to students in need. Lindsay replaces Jennifer Newcomer and will be paid a salary of \$41,982.*

Suggested Motion: I move we approve the hiring of Mandi Firgens, JC McKenna Business Education Teacher for a salary of \$52,427; Melissa Bonow, High School English/Language Arts Teacher for a salary of \$43,091; and Lindsay Roesler, Speech and Language Pathologist for a salary of \$41,982.

- J. *Approval of Donation From Sports Boosters, Resurfacing Track – The Sports Boosters have donated half the cost, \$23,700, toward the resurfacing of the track.*

Suggested Motion: I move that we approve the generous donation, in the amount of \$23,700, from the Evansville Sports Boosters towards the resurfacing of the track.

- K. *Resolution Authorizing Temporary Borrowing in An Amount Not To Exceed \$5,000,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation In The Wisconsin School Districts Cash Flow Administration Program.*

Suggested Motion: I move we approve the Resolution Authorizing Temporary Borrowing in An Amount Not To Exceed \$5,000,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation In The Wisconsin School Districts Cash Flow Administration Program.

ROLL CALL VOTE -

VIII. Consent (Action Items):

- A. Approval of Policies: #342.62 Services for English Language Learners; #342.63-Procedures for Testing English Language Learners; #345.1-Grading Systems; #362.1-Interlibrary Loan; #370-The Co- and Extra-Curricular Activities Program; #371-Co- and Extra-Curricular Participation; #443.2-Student Conduct on School Buses; #443.21-Rules For Student Conduct on Buses; #443.2 Form 1-First Violation, Warning; #443.2 Form 2-Second Violation, Suspension of School Bus Privileges; #443.2 Form 3-Third Violation, Suspension of School Bus Privileges; #443.2 Form 4A-Fourth Violation A, Suspension/Expulsion of School Bus Privileges; #443.2 Form 4B-Fourth Violation B, Expulsion of School Bus Privileges; #662.3-General Fund Balance; and #662.31-Committed Fund Balance;
- B. Approval of June 25, 2014, Regular Meeting Minutes.

Suggested Motion: I move we approve the consent items: approval of policies: #342.62 Services for English Language Learners; #342.63-Procedures for Testing English Language Learners; #345.1-Grading Systems; #362.1-Interlibrary Loan; #370-The Co- and Extra-Curricular Activities Program; #371-Co- and Extra-Curricular Participation; #443.2-Student Conduct on School Buses; #443.21-Rules For Student Conduct on Buses; #443.2 Form 1-First Violation, Warning; #443.2 Form 2-Second Violation, Suspension of School Bus Privileges; #443.2 Form 3-Third Violation, Suspension of School Bus Privileges; #443.2 Form 4A-Fourth Violation A, Suspension/Expulsion of School Bus Privileges; #443.2 Form 4B-Fourth Violation B, Expulsion of School Bus Privileges; #662.3-General Fund Balance; #662.31-Committed Fund Balance; and the June 25, 2014, Regular Meeting Minutes.

Roll Call Vote -

- IX. **August 13, 2014, Regular Meeting Agenda – Enclosed is a draft of the August 13 Board agenda.**
- X. **Ten Minute Break.**
- XI. **Executive Session – Under Wisconsin State Statute 19.85(1)(c) to Discuss District Administrator Evaluation.**

Suggested Motion: I move we move into executive session, under Wisconsin State Statute 19.85(1)(c) to Discuss District Administrator Evaluation.

Roll Call Vote -

You will adjourn the meeting from the executive session.

FOR YOUR INFORMATION:

1. Upcoming Board Meetings:

- August 13, 2014
- August 27, 2014
- September 10, 2014
- September 24, 2014 (Regular and Annual Meetings)

Evansville Community School District

Health & Nursing Services Report

2013-2014

Prepared by Teresa Baker, RN
ECSD School District Nurse

Introduction

The health and nursing services reports includes review and discussion of the following:

- Emergency Nursing Services
 - Illness
 - Injury
 - Medications
 - Individualized nursing health care plans
 - Confidential Health List
- Communicable Disease Control and Immunizations
- Screening Services
- Education
- Conferences, Counseling, Consultation

Emergency Nursing Services

The goal of Emergency Nursing Services is to maintain the physical, mental and emotional health of students while they are at school or participating in school activities using the Emergency Nursing Manual (ENM) as a guide. Dr. Renee Fohl of Evansville Dean Clinic continues as the medical advisor for the District.

It is the responsibility of the school district nurse to supervise the implementation of emergency nursing services. These nursing responsibilities are as follows:

1. Conduct a monthly review of illness and injury logs
2. Ensure all schools in district have first aid supplies that are readily accessible
3. Ensure medications provided to students are provided safely and according to physician orders
4. Develop a Confidential Health List used to inform school personnel of pertinent medical information and potential medical emergencies for individual students
5. Develop health plans with emergency plans or health procedures for students with medical needs
6. Serve as a consultant for the school district Safety Committee.
7. Serve as a liaison between school, home and health care providers

INJURIES AND ILLNESSES

School nurses supervise the implementation of emergency procedures. During school hours, designated personnel provide assistance to ill and injured students. All illnesses and injuries should be documented on an illness and injury log. The school nurse reviews the log monthly to determine if health or safety issues exist.

Health Office Visits documented in Skyward

	Injury, minor	Illness	Blood sugar testing	Other	Total
Elementary	598	439	487	403	1,927
Intermediate	315	726	2,218	303	3,562
Middle School	137	236	2,113	29	2,515
High School	20	92	309	1,420	1,841
Total	1,070	1,493	5,127	2,155	9,845

** Other includes asthma visits/inhalers, G-tube feedings, diaper changes, stoma care, acute assessments by RN, etc.

The continued goal for each school is to standardize documentation by inputting all office visits including injury, illness, blood sugar testing, medication administration and accident reports in a timely manner. Wis Stat. sec. 118.29(4)) states that it is considered best practice for documentation to occur immediately after giving the medication and by the individual administering the medication.

ACCIDENT REPORTS

Accident reports need to be completed for all accidents and injuries that occur at school or at school sponsored events that require a student to be out of class, absent from school or receive medical services. A total of 53 accident reports were filed for ECSD during the 2013-14 school year. The following lists the number of reports filed for each school.

Accident Reports

	2013-2014	2012-2013	2011-2012
Elementary	7	7	4
Intermediate	0	0	4
Middle School	3	10	22
High School	43	61	59
Total	53*	78*	89

*No concerns reported by staff regarding staff practices or building and equipment safety related to accident reports.

This year some accident reports were logged in as office visits. This is an area that will be review with all health clerks for next fall.

MEDICATIONS

Prescription medication administration by the school requires a parent authorization and a physician’s order. Over-the-counter medications require only parent authorization if dosage is appropriate. In addition, each year the district nurse provides training to staff designated by the building principals to dispense medications. This year the nurse utilized online medication training approved and provided by the Department of Public Instruction in addition to in-person skills competency observation/testing. The table below summarizes the number of students with medications this school year.

Students with Medications 2013-2014

	Number with daily medications	Number with as needed, limited term or emergency medications*	Total number of students with medications
Elementary	7	41	48
Intermediate	13	62	75
Middle School	6	86	92
High School	4	25	29
Total	30	214	244

*Limited term medications include antibiotics. As needed medications includes inhalers, over-the-counter medications and emergency medications such as EpiPen, Glucagon, and Diastat. The following lists the number of emergency medications prescribed.

Number of students with emergency medications 2013-2014

	EpiPen	Glucagon	Diastat	Other	Total
Elementary	5	1	0	2	8
Intermediate	8	5	2	1	16
Middle School	5	3	0	1	9
High School	2	2	2	2	8
Total	20	11	4	6	41

The school nurse contacted parents and physicians as needed to clarify medication orders. Two students listed above did not have emergency medication at school at certain times during the school year either due to it not being provided by family or expiration of medication. The school nurse attempted repeated contact with parents of student in that situation and stressed importance of having emergency medications provided by family.

CONFIDENTIAL HEALTH LIST

The goal of the Confidential Health List (CHL) is to ensure that school staff are aware of students with health conditions that may affect functioning in the school setting. Although all students with health care plans are included on the list some students on the list do not have health care plans but instead have medical issues or conditions that require monitoring. During the 2013-14 school year 107 students or 6% of the student population were on the list. The Confidential Health List was provided to staff at the beginning of the school year and updated in January 2014; the information is available in Skyward as well. The school nurse continues to follow up with revisions and additions to the CHL as appropriate during the school year. Prior to the end of the school year, Mindy Larson, District Health Clerk mailed letters to parents of the students on the CHL requesting updates to information for the next school year.

HEALTH CARE PLANS

Nursing health care plans are written for individual students who have health procedures that need to be done during the school day or for students who have health concerns that may require emergency care beyond the first aid guidelines within the ENM. Health care plans may be developed for such conditions as diabetes, severe allergic reactions, heart conditions or diabetes. The types and number of health care plans may fluctuate throughout the school year based on new diagnoses.

Number of Students with Health Care Plans

	2013-2014	2012-2013	2011-2012
Elementary	12	24	22
Intermediate	20	13	13
Middle School	12	10	7
High School	11	9	11
Total	55	56	53

Some students have more than one health condition and therefore more than one health care plan. The following list reviews the types and number of health plans written this school year:

- 3 Heart condition
- 19 EpiPen for Severe allergy
- 1 EpiPen for mastocytosis
- 12 Diabetes
- 1 Hypoglycemia
- 1 Mastocytosis
- 1 Chronic lung disease (requiring oxygen and air conditioning)
- 4 Gastrostomy tube (not all required feedings)
- 1 Thickened liquids
- 1 Shunt
- 11 Seizure (some include health plan procedures for emergency medications)
- 1 Cough Assist Machine
- 1 Cortisol deficiency
- 1 Constipation
- 1 Eczema
- 2 Migraine Headache
- 1 Nebulizer Treatment

- 1 Catheterization
- 1 Ileostomy care
- 1 Crohn's Disease

COMMUNICABLE DISEASE CONTROL

IMMUNIZATIONS

An important component of communicable disease control is to assure that students are compliant with immunizations. WI Statute 252.04 requires students to be vaccinated against the following diseases: measles, mumps, rubella, varicella, polio, diphtheria, tetanus, pertussis, and hepatitis B. A student is compliant with the law if they have a completed vaccination record on file, are in the process of completing vaccinations or have a written waiver excusing them from receiving vaccines.

Schools are required to mail notices to parents on the 15th and 25th days of school to inform them of non-compliance with the state immunization law. Failure to comply with the law by the 30th day of school may result in the student being excluded from school for up to 10 days. This mandate to exclude non-compliant students only applies to districts that have less than a 99% immunization compliance rate. The Evansville Community School District had an immunization rate of 99.8% this school year therefore the district did not need to exclude noncompliant students this year.

Every year, school districts must submit an immunization report to the local health department on the 40th day of the school year. The following chart is a summary of the report (Form F-04002) completed and submitted to the Rock County Health Department by Mindy Larson, district health clerk for this school year with comparison to previous school year.

Immunization Data	2013-2014	2012-2013	2011-2012
Students who met requirements	1,587	1,637	1,658
Students 'in process'	3	0	3
Students behind schedule	1	4	8
Students with no record	0	0	4
Students with health waiver	21	19	20
Students with religious waiver	9	9	7
Students with personal waiver	96	89	88
Total enrollment	1,717	1,757	1,788
Immunization rate of compliance	92.4%	93.2%	92.7%
Immunization rate including waiver	99.8%	99.8%	99.3%

Information for chart taken from form F-04002 filed 10/30/13 with Rock County Health Department per state statute. Since that time, three of the four 'behind schedule' students have completed immunizations. Information regarding upcoming immunization clinics in Evansville (conducted by Rock County Health Department) included in final school year newsletters for each school and is also posted on the Health Services Portion of the ECSD website.

Students who have waivers are in compliance with the law however, they are also more susceptible to the vaccine preventable disease for which they have been waived. Wisconsin is in the process of the phase-in to include the second dose of varicella (chicken pox) and one dose of Tdap for 6-12 graders. Currently, information for parents/guardians regarding immunization requirements is available on the district website as well as made available at the Back to School registration days.

COMMUNICABLE DISEASE

Certain communicable diseases must be reported to the local health department. The school nurse conducts ongoing surveillance for cases of fever and rash type illnesses among staff and students. Many of these diseases are vaccine preventable and require vaccines for school attendance.

During this school year there were two confirmed cases of Influenza. We also had 2 confirmed cases of Ringworm this year, as well as a few cases of Pink Eye.

Although not a reportable disease, improperly treated head lice can result in additional school absences. Head lice checks were conducted at all schools in the district this year. Head lice checks are completed in entire classrooms at the Elementary and Intermediate schools when a case of head lice is confirmed. The Middle and High schools conduct head lice checks on an individual student basis.

We are currently researching a specific place to enter communicable diseases in Skyward, as there is not one now. This will allow accurate tracking of this data over a period of time. This data collection will begin in the 2014-2015 school year.

SCREENING SERVICES

The goal of vision and hearing screening is to identify students who may have vision or hearing loss, facilitate treatment if necessary and ensure that all students have an optimum ability to learn.

The following chart summarizes the results of screening services for the 2013-2014 school year:

Student Grade Level	# of Students screened		Referral letter sent	
	Vision	Hearing	Vision	Hearing
K	135	142	1	0
1	142	142	0	0
3	120	120	0	0
5	144	N/A	0	N/A

8	138	N/A	0	N/A
Total	545	404	1	0

Hearing and vision screenings were completed by health clerks and school nurse at the Back to School registration days in August, 2013 and re-screenings were performed in December.

Smiles 4 Life dental service provided dental care screening for 80 students in the district this school year. The enrollment was down from 91 students last year. This was the second year that this program was utilized in Evansville, and they are scheduled to return next year.

	Elementary	Intermediate	Middle School	High School
Enrollment	26	28	16	10
Sealants placed	20	0	14	12
Cleanings/Fluoride	42	46	23	13

EDUCATION

To ensure a safe environment, training sessions were provided by the school nurse to staff designated by the Director of Student Services and/or the school principals. Training topics included administration of medication, including emergency medications (EpiPen, Diastat & Glucagon) along with selected staff trainings in CPR and First Aid.

Current staff trained	CPR / First Aid	Oral Medications	Epi-Pen	Diastat	Glucagon
Elementary	4	13	10	6	4
Intermediate	5	10	11	10	10
Middle School	10	8	5	5	10
High School	6	11	3	9	2
District level	4	1	1	1	
Total	29	43	30	31	26

Additional trainings was provided on an individual as-needed basis for support of field trips and other specific cases and included gastrostomy tube feeding and management, inhalers, nebulizer treatments, ostomy care, catheterization, cough assist machine, pulse oximetry and VNS (Vagus Nerve Stimulation).

Based on student needs, there will be more time for training this fall than in the previous years.

CONFERENCES, COUNSELING AND CONSULTATIONS

The school nurse serves as a consultant and resource for the health services staff, administrative staff and other school staff. The school nurse also serves as a health counselor by providing information and guidance on health concerns to students, parents and staff. During the 2013-2014 school year, the school nurse sent letters, scheduled in-person meetings and calls with parents, physicians and staff regarding individual student health plans and specific health related situations. The school nurse also provided information or referrals to local health resources.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Transportation Contract
Date: July 10, 2014

Attached you will find the 2014-2016 Ringhand Brothers, Inc. Transportation Contract. The proposed cost increase is 1% for daily routes and 1.7% for co-extra-curricular/field trips for 2014-2015. The proposed cost increase is 1% for daily routes for 2015-2016. Ringhands has not received a contract increase since 2012-2013. Below is the estimated cost impact by category.

2014-2015

• Regular route increase	\$4,344.00
• Co/Extra-Curricular/Field Trip increase	\$ 920.57
• Early Childhood route increase	\$ 298.00
• Special Education route increase	<u>\$ 894.00</u>
	\$6,456.57

2015-2016

• Regular route increase	\$4,390.00
• Early Childhood route increase	\$ 301.00
• Special Education route increase	<u>\$ 903.00</u>
	\$5,594.00

Ringhand's will be purchasing two new full size busses that will be put into service for 2014-2015. The cost of a new school bus is estimated at \$92,000.

The contract includes language to renegotiate the contract for the 2015-2016 to incorporate the new 4K transportation needs.

I recommend approval of the proposed 2014-2016 student transportation contract with Ringhand Brothers, Inc.

**AGREEMENT BETWEEN EVANSVILLE COMMUNITY SCHOOL DISTRICT,
EVANSVILLE, WISCONSIN, and RINGHAND BROTHERS, INC.,
FOR THE TRANSPORTATION OF STUDENTS
2014-2016**

IT IS HEREBY CONTRACTED AND AGREED between the Evansville Community School District, Evansville, Wisconsin, by its' Board of Education and Mr. Scott Ringhand, hereinafter designated as Ringhand Brothers, Inc., whereby Ringhand Brothers, Inc. agrees to transport personally, or by an agent or assignee who is qualified, all certified students residing in the Evansville Community School District to the school buildings or other designated sites within the District boundaries within a reasonable time prior to the opening of school and agrees to return them to their respective bus stops within a reasonable time after the end of the school day. This will be done in accordance to the provision and limitations of Sec. 121.51 of the Wisconsin Statutes.

SERVICE

Ringhand Brothers, Inc. agrees to maintain and operate vehicles used to meet the District's transportation needs at all times in a safe, efficient and lawful manner and to satisfy all legal requirements of the Board of Education, the Wisconsin Motor Vehicle Department and the Department of Public Instruction. Ringhand Brothers, Inc. shall meet the standards provided in Sec. 110.06(2) of the Wisconsin Statutes.

It is agreed that failure of Ringhand Brothers, Inc. to provide the service listed herein due to extreme weather conditions or impassable road conditions, sickness or accident, shall not be adjudged as a breach of contract. After consulting appropriate agencies, the district administrator of schools shall determine the opening and closing of school due to inclement weather.

DRIVERS

Ringhand Brothers, Inc. shall hire, supervise, and replace all drivers. Ringhand Brothers, Inc. shall replace any driver who, in the opinion of the District, is detrimental to the best interest of the students riding the buses.

All drivers employed by Ringhand Brothers, Inc. shall meet all requirements of rules, regulations and Wisconsin Statutes of any governmental agency. They shall be required by their employer, Ringhand Brothers, Inc., to attend District sponsored Driver Training and Instructional sessions at School District expense.

As a condition of employment, Ringhand Brothers, Inc. shall request a motor vehicle report (MVR) on each new driver and shall require that person to complete a physical examination, including a test for the disease of tuberculosis or a chest x-ray. Copies of the motor vehicle report and the physical examination shall be submitted to the school district office.

Ringhand Brothers, Inc. must conform to federal regulations (49 CFR, Part 382) governing alcohol and controlled substance testing for persons who possess a commercial driver's license and operate a commercial motor vehicle.

TESTING COMPENSATION:

The District will pay up to \$1,230 for the cost of drug and alcohol testing programs by a qualified agency for Ringhand Brother’s Inc. employees chosen at random and new employees.

REGULAR TRANSPORTATION COMPENSATION:

The District will pay \$439,012 for the 2014-2015 school year, to maintain up to fourteen (14) student bus routes. Ringhand Brothers, Inc. will supply at least seventeen (17) buses each carrying at least 65 students. The amount for 2014-2015 is \$31,358 per route.

The District will pay \$443,402 for the 2015-2016 school year, to maintain up to fourteen (14) student bus routes. Ringhand Brothers, Inc. will supply at least seventeen (17) buses each carrying at least 65 students. The amount for 2015-2016 is \$31,672 per route.

The District will be adding a 4-year old Kindergarten program starting in the 2015-2016 school year. It is estimated that there will be a need for two (2) additional routes to accommodate the new 4K program. This contract will be revised by August 1, 2015 to include transportation needs for the new 4K program.

CO-CURRICULAR TRIP COMPENSATION:

The District will pay \$1.22 per mile plus \$13.00 per hour per driver. There will be a \$5.00 minimum charge for the use of a bus for co- curricular trips.

METHODS OF PAYMENT

Payment for the previous month's services rendered under this contract will be made within 10 days of receipt of an invoice.

INSURANCE

Ringhand Brothers, Inc. agrees to procure and deliver to the district prior to the opening of school, a certificate of insurance against liabilities to the District for damage to property and injury of students for whom transportation is provided under the terms of this contract. Liability insurance coverage shall include the following:

- \$1,000,000 General Liability – each occurrence.
- \$ 5,000 Medical expense.
- \$3,000,000 Automobile Liability – combined single limit – each accident.
- \$2,000,000 Umbrella Liability – each occurrence.

Ringhand Brothers, Inc. agrees to procure and deliver to the District prior to the opening of each school year a certificate of insurance for workers' compensation coverage.

REGULAR BUS ROUTES

Ringhand Brothers, Inc. shall organize bus routes in such a manner as to realize maximum utilization of each vehicle subject to the approval of the Board of Education. At the beginning of each school year, Ringhand Brothers, Inc. shall provide the district with a schedule and a list of riders and bus driver for each bus route.

The list of bus riders shall be adjusted to record changes throughout the school year. All buses shall be of sufficient capacities to legally accommodate the number of passengers residing on said routes.

TRAINING AND SAFETY

All drivers shall hold a valid first aid card to maintain a high level of safety during student transportation. All bus drivers will be required to attend at least one meeting yearly prior to the start of the school year for the purpose of reviewing behavior expectations of students, discipline procedures and ways to minimize behavior problems on busses. Student safety and bus evacuation drills will be held in accordance with board policy and recommendations from the insurance carrier.

CO-CURRICULAR SERVICE

All out-of-school-district and co-curricular use of any Ringhand owned vehicle shall be authorized by the district administrator or principal and shall be accompanied by a trip authorization slip from the school office. The district administrator or a building principal will inform Ringhand Brothers, Inc. of co-curricular and special trip needs at least twenty-four (24) hours prior to departure time.

NEW BUSES AND INSTALLATION OF COMMUNICATIONS SYSTEM

On or before September 1, 2014 Ringhand Brothers, Inc. will put into operation of their bus fleet two (2) new buses. Identification numbers of the new buses will be submitted to the district administrator. Ringhand Brothers, Inc. shall maintain and upgrade as necessary an emergency communication system that will adequately serve all buses and the School District.

FUEL

Ringhand Brothers, Inc. agrees that along with each monthly invoice they will submit a log of the exact number of miles traveled and fuel used by each bus. The Evansville Community School District will purchase all fuel for use in school bus transportation of students. Ringhand Brothers Inc. will be responsible for reimbursing the District fifty-one (51) cents per gallon of fuel used each school year. The District will subtract \$1100 from each monthly invoice. An adjustment will be made on the final bill that will reflect the difference between the total of the monthly deductions and the actual gallons of fuel purchased multiplied by fifty-one (51) cents.

COMPENSATION FOR SPECIAL EDUCATION ROUTES AND SERVICES

It is hereby agreed between the Board of Education of the Evansville Community School District and Ringhand Brothers, Inc. to transport Early Childhood Handicapped children, at their own risk, safely, promptly, and comfortably for the regularly scheduled school days to the Evansville Elementary School for \$30,075 per year for the 2014-2015 school year, as verified and for the number of days in actual attendance.

It is hereby agreed between the Board of Education of the Evansville Community School District and Ringhand Brothers, Inc. to transport Early Childhood Handicapped children, at their own risk, safely, promptly, and comfortably for the regularly scheduled school days to the Evansville Elementary School for \$30,376 per year for the 2015-2016 school year, as verified and for the number of days in actual attendance.

It is also agreed between the Board of Education of the Evansville Community School District and Ringhand Brothers, Inc., to transport students for the 2014-2015 school year with physical disabilities, at Ringhand Brothers, Inc.'s, own risk in a vehicle with power lift, safely, promptly, and comfortably for the

regularly scheduled school days to the Evansville School District for \$8,360 per student with a \$20,000 minimum.

It is also agreed between the Board of Education of the Evansville Community School District and Ringhand Brothers, Inc., to transport students for the 2015-2016 school year with physical disabilities, at Ringhand Brothers, Inc.'s, own risk in a vehicle with power lift, safely, promptly, and comfortably for the regularly scheduled school days to the Evansville School District for \$8,444 per student with a \$20,000 minimum.

The person transporting shall carry the proper liability and other insurance on the transporting vehicle, and, in addition, hold an appropriate license and have the transporting vehicle inspected as required. A copy of each must be forwarded to the Director of Special Education and properly filed with the Board of Education.

The payments cited in this agreement, at the mentioned rates, shall be the sole consideration to be received by Ringhand Brothers, Inc. for the services rendered under the terms of this contract for transporting children.

This contract is to be considered as binding between the parties or their assignees hereto for a period from July 1, 2014 to June 30, 2016. The financial terms will be negotiated annually.

Dated this ____ day of August, 2014.

Ringhand Brothers, Inc.

Evansville Community School District

Owner

President

Dated

Clerk

Ringhand
7/15/14

Approved: July 8, 1985
Revised: February 12, 2007
Revised: July 12, 2012
Revised:
1st Reading: 6/25/14; 2nd Reading: 7/16/14

151

BOARD POLICY ADOPTION, REVIEW AND IMPLEMENTATION

Policymaking is the primary method by which school boards exercise their statutory authority and **board** broad powers. Therefore, the Evansville Community School District Board of Education shall adopt written policies to guide the actions of those to whom it delegates authority and to serve as the basis for School District operations and decision making.

In the development of policies, the Board and/or administration may consult, as appropriate, with individuals and groups affected by the policy and those with expertise related to the policy topic. All District policies should serve an identified purpose, be supportive of the District's vision, mission and goals, provide clear guidance, be in compliance with applicable legal requirements, and be consistent with related District policies and provisions of employee handbooks.

The District Administrator and Policy Committee share a continuing responsibility to review policies and suggest modifications to them as may be required. District policies shall be reviewed by the Policy Committee on a regular basis and updated as necessary. Proposals for new policies or changes to existing policies may be initiated in writing by any Board member, District employee or community member. The written request shall be referred to the Policy Committee for study prior to consideration by the Board. The submission of a policy proposal does not guarantee consideration of the proposal by the full Board.

Adoption of new or revised policies is solely the responsibility of the Board. Upon recommendation by the Committee, any new or revised policy will be submitted to the Board in writing. Each policy shall be properly noticed and shall be read at three consecutive Board meetings. Where implementation of a policy needs to occur prior to the third reading, the Board may approve the policy where the first or second readings occur. An affirmative vote by the majority of the Board shall be required for adoption. **The Board may adopt, amend or suspend a policy at any time should the need arise.**

The Board recognizes that while policymaking is its responsibility, the implementation of District policies is the responsibility of the District Administrator. The District Administrator shall develop administrative guidelines and exhibits as necessary to ensure effective and consistent policy implementation. Administrative guidelines and exhibits may be presented to the Board for informational purposes, but shall not be acted upon by the Board unless deemed appropriate or necessary by the Board and/or administration.

Legal Ref.: Section 120.13 Wisconsin Statutes (School Board Powers)

Revised: September 10, 2001

151.1

Revised: September 8, 2003

Revised: February 12, 2007

Revised: February 11, 2008

1st Reading: 6/25/14; 2nd Reading: 7/16/14

(RECOMMENDED FOR REMOVAL)

DEFINITION, ADOPTION, AMENDMENT AND TERMINATION OF POLICY

The Board may work in an agreed upon committee structure or act as a committee of the whole to develop and review policy. Administration will keep the Board informed of emerging policy issues. In addition, the Board or Committee may work cooperatively with administration, staff, citizens and students at any point in the process of policy development and review. The Board shall act only as a committee of the whole to adopt policy.

The Board will annually approve a schedule or Board goal describing the review of specific Board policies and procedures. Individual policies or procedures may be reviewed at any time to address current or emerging issues.

In development, review and adoption of Board policies, the following criteria shall be applied to new and/or existing policy:

- The policy addresses an issue of enduring significance to the District.
- The policy completely and accurately reflects the current educational and operational philosophies, practices, and goals of the District.
- The policy is consistent with other Board policies.
- The policy is consistent with, but not a restatement of, state law, federal laws and/or DPI regulations.
- The policy is readily understandable to all who are affected by it, including staff, administration, students, parents and community members.
- The policy is accompanied by procedures, when necessary.
- Forms may be revised/updated as needed with the Policy Committee determining if board action is needed or if the Board will just be informed.

For adoption, new or revised policies and procedures must be presented in writing at a Board meeting. Each policy shall be properly noticed and shall be read at three board meetings before action is taken. An affirmative vote by the majority of the Board members shall be required for adoption of a policy or procedure. The Board may adopt, amend or suspend a policy at any time should the need arise.

The District Administrator or designee shall be responsible for dissemination of policies to employees of the District, students and citizens.

Approved: June 10, 1985

(RENUMBER AS #151.1) 151.2

Revised: September 10, 2001

Revised: July 12, 2004

Revised:

1st Reading: 6/25/14; 2nd Reading: 7/16/14

ACCESS TO BOARD POLICIES

The District Administrator or designee shall make reasonable efforts to disseminate policies adopted by the **Evansville Community School District Board of Education**, to employees of the District, students and citizens.

All policies will be available ~~online~~ at on the District website. Policy binders are also maintained and available for review at the District Office.

Approved: June 10, 1985

(RENUMBER AS #151.2) 151.3

Revised:

1st Reading: 6/25/14; 2nd Reading: 7/16/14

ADMINISTRATION IN POLICY ABSENCE

In cases where emergency action must be taken and the **Evansville Community School District Board of Education** has provided no policy guidelines, the District Administrator shall have the authority to act. His/her decisions shall be reported to the Board at its next regular meeting. It shall be the duty of the District Administrator to inform the Board promptly of such action and of the need for policy.

Approved: June 10, 1985
Revised: September 10, 2001

151.4

1st Reading: 6/25/14; 2nd Reading: 7/16/14

(RECOMMEND REMOVAL)

DEFINITION AND BOARD REVIEW OF ADMINISTRATIVE RULES

An administrative rule is procedure-oriented detailing the implementation of the policy.

Administrative procedures should originate internally. The Board reserves the right to review and veto administrative rules, if in the Board's judgment, they are inconsistent with statutory law, case law, or with policies/procedures adopted by the Board.

The district office shall maintain all administrative rules in a manner consistent with the policy manual.

STUDENT CONDUCT ON BUSES

All Evansville Community School District Board of Education policies concerning student behavior also pertain to conduct on the bus. Each year during annual registration, all parent(s)/legal guardian(s) are required to read this policy and sign off indicating that their student(s) will abide by these rules. This includes students who are not regular riders but who participate in school sponsored events involving bus transportation.

Building Principals shall forward photocopies of bus violation forms issued to special education students to the Special Education Department.

The following *Rules for Student Conduct on Buses, Policy #443.21*, shall be published in each school's student handbook:

- Students shall be on time for the bus. Students shall board the afternoon bus at the school that he/she attends.
- Students shall be careful when approaching bus stops, walking on the left toward oncoming traffic. If students cross the road, they must do so in front of the bus after making sure the highway is clear and after the bus driver signals they can cross.
- Students shall be courteous to the bus driver and fellow students. Students shall take their assigned seats without disturbing other students. Students shall sit down with their feet on the floor keeping the aisle clear. Students shall not stand on the bus. Students shall not extend any part of their body out of the bus windows. Cell phones shall be turned off when on the bus.
- Students shall not possess harmful objects and/or illegal substances -- they are prohibited. In addition, students shall not bring skateboards or other similar items on the bus. All personal property (i.e. toys, games, etc.) brought on the bus shall be at the expense of the owner if lost, stolen, and/or damaged. Neither the bus company nor the District shall accept responsibility for the loss of personal items or items that are under your care.
- Students shall care for the bus properly by helping to keep it clean and orderly. Eating, drinking, and littering are prohibited. Students who vandalize and/or cause damage to buses shall pay for the cost of repair(s) and/or replacement(s).
- Students shall listen to and obey directions from the bus driver. Excessive noise, fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited. Loud talking, laughing and/or unnecessary confusion can divert the bus driver's attention and may result in a serious accident.

Legal Ref.: Sections 120.13(1) Wisconsin Statutes (School Board Powers)

121.52(1)(b) (Vehicle, Operator and Drive Requirements)

Local Ref.: Policy #443.21 – Rules for Student Conduct on Buses

Policy #443.2 Form 1 – First Violation - Warning

Policy #443.2 Form 2 – Second Violation – Suspension of School Bus Privileges

Policy #443.2 Form 3 – Third Violation – Suspension of School Bus Privileges

Policy #443.2 Form 4A – Fourth Violation A – Suspension/Expulsion of School Bus Privileges

Policy #443.2 Form 4B – Fourth Violation B – Expulsion of School Bus Privileges

RULES FOR STUDENT CONDUCT ON BUSES

All Evansville Community School District Board of Education policies concerning student behavior pertain to conduct on the bus. All students are required to read and sign off indicating they will abide by these rules each year.

- Students shall be on time for the bus. Students shall board the afternoon bus at the school that he/she attends.
- Students shall be careful when approaching bus stops, walking on the left toward oncoming traffic. If students cross the road, they must do so in front of the bus after making sure the highway is clear and after the bus driver signals they can cross.
- Students shall be courteous to the bus driver and fellow students. Students shall take their assigned seats without disturbing other students. Students shall sit down with their feet on the floor keeping the aisle clear. Students shall not stand on the bus. Students shall not extend any part of their body out of the bus windows. Cell phones shall be turned off when on the bus.
- Students shall not possess harmful objects and/or illegal substances -- they are prohibited. In addition, students shall not bring skateboards or other similar items on the bus. All personal property (i.e. toys, games, etc.) brought on the bus shall be at the expense of the owner if lost, stolen, and/or damaged. Neither the bus company nor the District shall accept responsibility for the loss of personal items or items that are under your care.
- Students shall care for the bus properly by helping to keep it clean and orderly. Eating, drinking, and littering are prohibited. Students who vandalize and/or cause damage to buses shall pay for the cost of repair(s) and/or replacement(s).
- Students shall listen to and obey directions from the bus driver. Excessive noise, fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited. Loud talking, laughing and/or unnecessary confusion can divert the bus driver's attention and may result in a serious accident.

Disciplinary steps to be followed when handling infractions:

First Violation: Stop the bus, reseal the student in a front seat. Give the offending student a written warning that states the reason(s) for the warning. The student shall remain seated in front. Continue regular run. Student and parent(s)/legal guardian(s) are to sign and return form to bus driver within two (2) school days. Bus driver shall make contact with parent(s)/legal guardian(s) to confirm the parent(s)/legal guardian(s) are aware of this first violation if the signed form is not returned.

Second Violation: Stop the bus, reseal the student in a front seat. Give the offending student a written suspension notice explaining the process to be completed before bus privileges will be resumed. The student shall remain seated in front. Continue regular run. Give a copy of the suspension notice to the bus company supervisor and the student's principal. The bus company shall call the student's parent(s)/legal guardian(s) to help resolve the problem. The student will not be readmitted on the bus until an honest effort to correct his/her behavior is indicated and a "Behavior Plan" is completed and signed by the student, the student's parent(s)/legal guardian(s) and the bus driver. Consequences of 1-3 days off the bus.

Third Violation: Stop the bus, reseal the student in a front seat. The student may be suspended at his/her bus stop at the end of that school day, or at the end of the morning run if so directed by a bus company representative. If a bus company representative determines that the student will not be taken home at the end of that school day, the student's principal will contact the student's parent(s)/legal guardian(s). The student shall remain seated in front. Continue regular run. Give the student a written notice recommending "Loss of School Bus Privileges" to take to his/her parent(s)/legal guardian(s). Give copies of the same notice to the bus company supervisor and the student's principal. The principal shall call the student's parent(s)/legal guardian(s) and set up a conference with the student, his/her parent(s)/legal guardian(s) and a bus company representative to discuss the problem and determine the length of the student's suspension (1-5 days).

Fourth Violation: The student will automatically be suspended with a recommendation to the Board for expulsion from bus privileges. This recommendation will be presented to the Board in a closed session.

Each year during annual registration, all parent(s)/legal guardian(s) are required to read this policy and sign off indicating that their student(s) will abide by these rules. This includes students who are not regular riders but who participate in school sponsored events involving bus transportation.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

FIRST VIOLATION - WARNING

Student Name	Date	Bus No.
Student at (circle one): K-2 LLE Elem. 3-5 TRIS Int. 6-8 JCM M.S. 9-12 H.S.		Grade _____

Today your child received this warning for inappropriate/unsafe behavior(s) on the bus. Please talk to your child about the choices he/she made today that were not good choices for bus behavior, and ask what he/she plans to do about his/her behavior. If your child continues with this behavior, the next step will be issuance of a second violation, which requires a written plan from your child before he/she can resume riding the bus. Thank you for your support.

Inappropriate/unsafe behavior(s):

- _____ Physical assault and/or fighting
- _____ Disrespectful to bus driver
- _____ Disrespectful to other students
- _____ Disrespectful to property
- _____ Threatening and/or intimidating bus driver and/or other students
- _____ Standing up, moving around and/or making distracting noises
- _____ Possession of harmful objects
- _____ Other _____

Additional comments: _____

Student Signature

Date

Parent/Legal Guardian Signature

Date

Bus Driver Signature

Date

Please sign and return this form to the bus driver. If this form is not signed by the student and parent/legal guardian and returned within two (2) school days, the bus driver will make contact with the parent/legal guardian.

Bus Co.: 882-6883 K-2 **LLE** Elem.: 882-3100 3-5 **TRIS** Int.: 882-3840 6-8 **JCM** M.S.: 882-3300 9-12 H.S.: 882-3501
EHS: x 205

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

SECOND VIOLATION - SUSPENSION OF SCHOOL BUS PRIVILEGES

Student Name Date Bus No.

Student at (circle one): K-2 ~~LLE Elem~~ 3-5 ~~TRIS Int~~ 6-8 ~~JCM MS~~ 9-12 H.S. Grade _____

Today your child received a second violation warning for inappropriate behavior on the bus. Please talk to your child about the choices he/she made today that were not good choices for bus behavior, and ask what he/she plans to do about his/her behavior. The student will not be readmitted on the bus until an honest effort to correct his/her behavior is indicated and the "Behavior Plan" below is completed and signed by the student, the student's parent/legal guardian, and the bus driver. A bus company representative will be in contact with you within two (2) days to assist you in completing this form, if needed. Thank you for your support.

Bus driver will submit a copy of this form to the building principal the day of event or next morning.

Inappropriate/unsafe behavior(s):

- _____ Physical assault and/or fighting
- _____ Disrespectful to bus driver
- _____ Disrespectful to other students
- _____ Disrespectful to property
- _____ Other _____
- _____ Threatening and/or intimidating bus driver and/or other students
- _____ Standing up, moving around and/or making distracting noises
- _____ Possession of harmful objects

Consequence: 1 - 2 - 3 days off the bus (circle one).

Additional comments: _____

BEHAVIOR PLAN

This Section Is To Be Completed By Student, His/Her Parent/Legal Guardian, and Bus Driver

What I intend to do to correct my future behavior: _____

I know what the rules are and I promise to abide by them.

Student Signature Date

I am aware of this problem and promise to do everything possible to correct the situation. I understand that if an infraction(s) occurs again, my child will be recommended for further loss of bus privileges. Your signature indicates your approval of the student's description of his/her infraction(s) and plan to correct his/her behavior.

Parent/Legal Guardian Signature Date

Bus Driver Signature Date

Bus Co.: 882-6883 K-2 ~~LLE Elem~~: 882-3100 3-5 ~~TRIS Int~~: 882-3840 6-8 ~~JCM MS~~: 882-3300 9-12 H.S.: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

THIRD VIOLATION - SUSPENSION OF SCHOOL BUS PRIVILEGES

Student Name _____ Date _____ Bus No. _____

Student at (circle one): K-2 **LLE** Elem. 3-5 **TRIS** Int. 6-8 **JCM** M.S. 9-12 H.S. Grade _____

Your child's bus privileges have been suspended because of the following infraction(s): _____

Bus Driver Signature _____ Date _____

Your child's principal will call you to set up a conference: _____
(Conference Date & Time)

CONFERENCE DECISION

We have met and discussed bus rules and procedures. It is understood that further infractions will result in a recommendation to the Evansville Community School District Board of Education for expulsion of bus privileges.

Loss/suspension of bus privileges: 1 – 2 – 3 – 4 – 5 days off the bus (circle one).

Principal Signature

Bus Driver Signature

Student Signature

Parent/Legal Guardian Signature

Bus Co.: 882-6883 K-2 **LLE** Elem.: 882-3100 3-5 **TRIS** Int.: 882-3840 6-8 **JCM** M.S.: 882-3300 9-12 H.S.: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

PARENT NOTIFICATION

FOURTH VIOLATION A – SUSPENSION/EXPULSION OF SCHOOL BUS PRIVILEGES

Student Name Date Bus No.

Student at (circle one): K-2 **LLE Elem.** 3-5 **TRIS Int.** 6-8 **JCM M.S.** 9-12 H.S. Grade _____

Your child's bus privileges have been suspended because of the following infraction(s): _____

Bus Driver Signature Date

On this date _____, we have suspended your child's bus privileges until a permanent loss of his/her privileges can be determined by the Board of Education. Your child's principal will contact you prior to conducting an investigation and will then inform you of the results of the investigation in writing. This will be done in accordance with Evansville Community School District Board Policies: #443.2, *Student Conduct on Buses*; #443.21, *Rules for Student Conduct on Buses*; and #443.2 *Forms 1-4B, Violations*.

Bus Co.: 882-6883 K-2 **LLE Elem.**: 882-3100 3-5 **TRIS-Int.**: 882-3840 6-8 **JCM M.S.**: 882-3300 9-12 H.S.: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

NOTIFICATION OF PRINCIPAL'S INVESTIGATION
FOURTH VIOLATION B – EXPULSION OF SCHOOL BUS PRIVILEGES

Student Name _____ Date _____ Bus No. _____
Student at (circle one): K-2 LLE Elem. 3-5 TRIS Int. 6-8 JCM M.S. 9-12 H.S. Grade _____

Your child's bus privileges were suspended on _____ and will continue until the Board of Education meets in closed session at _____ PM on _____.
You will receive notice of the time, date, location, etc. of this meeting. At this meeting, your child's principal will present the investigation results in accordance with Evansville Community School District Board of Education Policies: #443.2, *Student Conduct on Buses*; #443.21, *Rules for Student Conduct on Buses*; and #443.2 *Forms 1-4B, Violations*.

First Violation(s) and date(s) _____

Second Violation(s) and date(s) _____

Third Violation(s) and date(s) _____

Fourth Violation(s) and date(s) _____

Principal Signature _____ Date _____

BOARD OF EDUCATION FINAL DECISION

Loss of bus privileges from _____ to _____

Board of Education President Signature _____ Date _____

Board of Education Clerk Signature _____ Date _____

Bus Co.: 882-6883 K-2 LLE Elem.: 882-3100 3-5 TRIS Int.: 882-3840 6-8 JCM M.S.: 882-3300 9-12 H.S.: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

REPORTING CHILD ABUSE AND NEGLECT

The Evansville Community School District Board of Education recognizes the serious local, state, and national problems of child abuse and neglect, and adopts a comprehensive approach leading toward detection and reporting of suspected child abuse or neglect to duly constituted authorities.

School personnel should be aware of and sensitive to the causes of child abuse and neglect. To assure accurate reporting by mandated District reporters, inservice programming shall be provided in accordance with procedures established by the Department of Public Instruction (DPI). Minimally, to meet the requirements of Wisconsin Act 81, school boards must require all employees to receive training provided by the DPI within six (6) months of initial hiring and at least once every five (5) years thereafter. Child abuse and neglect reports shall be dealt with in a confidential manner in accordance with state law requirements.

All employees of the District having reasonable cause to suspect that a child seen in the course of their duties has been abused or neglected, or having reason to believe that child has been threatened with abuse or neglect and that abuse or neglect will occur, shall immediately contact the Human Services Department of the county in which the child resides and comply with other reporting requirements outlined in District procedures. Reports are made in terms of the child's "possible condition". Getting proof that child abuse has occurred usually takes time. Proving child abuse should be left to trained investigators.

County agencies may contact, observe or interview a child at school without permission from the child's parent/guardian or legal custodian if necessary to determine if a child is in need of protection or services. Children interviewed at school shall be offered the assistance and support of a school personnel, if warranted, to the extent authorized by law.

A mandatory report of child abuse or neglect must be made immediately and DPI has indicated that there should be no delay in making a report for any reason. DPI does acknowledge that school employees may wish to consult with a professional who has clinical skills (e.g., school psychologist, school nurse, guidance counselor) to assist in determining whether a report is required, but advises that while such consultation is acceptable, it cannot result in the delay of a report. Moreover, DPI reminds reporters that asking someone else to make a child abuse or neglect report does not absolve an employee of their legal responsibility to report.

Wisconsin Act 81 also expands the penalties for failing to report such abuse or neglect to all school employees. Thus, any school employee who fails to make a required report of child abuse or neglect could be penalized with a fine of not more than \$1,000 or imprisonment of not more than six (6) months, or both.

In addition, school employees are entitled to confidentiality in making reports of child abuse or neglect. Consequently, while the reporter will generally be identified to the agencies receiving the report, no information about the identity of the reporter, such as name, job title, place of

employment, etc., may be shared or disclosed with third parties, unless disclosure is authorized on other grounds.

No District employee shall be discharged from employment for making such a report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect, and provides for the protection of the identity of any individual who makes such a report.

The reporting person shall use Policy #454.1 Form, Child Protective Services Referral, for collecting necessary information for the reporting of suspected/known abuse.

This referral information shall not become part of the student's records. Once it is completed, the form should be submitted to the Director of Students Services. All referrals shall be confidential, except as otherwise provided by state law.

Legal Ref.: Sections 48.981 Wisconsin Statutes (Abused or Neglected Children and Abused
Unborn Children)
118.07(5) (Health and Safety Requirements)
2011 Wisconsin Act 81

Local Ref.: Policy #454.1 Form, Child Protective Services Referral

Revised: December 9, 1991
Revised: August 15, 2005
Revised: November 8, 2010
1ST Reading: 6/25/14; 2nd Reading: 7/16/14

454.1

FOR REMOVAL AS INCORPORATED IN NEW 454

REPORTING CHILD ABUSE AND NEGLECT ADMINISTRATIVE GUIDELINES

When physical abuse, physical neglect, sexual abuse or emotional/psychological abuse is suspected, the referring person should first report the suspected abuse/neglect to any building principal or his/her designee, which will usually be pupil services staff. If no one is available, the staff member should make the contact to social services directly.

Reports of child abuse or neglect should be addressed to the Rock County Human Service Department (RCHSD). Calls should be placed to RCHSD immediately after discovery of the suspected abuse or neglect. When a call is made, information requested by Rock County should be provided to the greatest extent possible. Rock County supplies the Evansville School District with a written report of findings of the suspected abuse or neglect.

The reporter does not have to prove that child abuse has occurred. Child abuse is to be reported as soon as it is suspected. Waiting for proof may mean further risk to the child. Reports are made in terms of the child's "possible condition". Getting proof that child abuse has occurred usually takes time. Proving child abuse should be left to trained investigators.

The reporting person will be asked their name and position which will be kept confidential when reporting suspected child abuse, but does not have to provide that information. It is better for the child and the agency when you do identify yourself. More information may be needed that will better enable the agency to help the child and the family. Persons who report in good faith are not held legally liable, even if the report cannot be proven. Many people fear that if they identify themselves when reporting suspected child abuse, the child's parents can sue. Wisconsin has a child abuse law that protects the reporter from civil and criminal liability.

The District shall provide a format for collecting necessary information for in-take of suspected/known abuse.

Local: Policy #454.1 Form, Child Protective Services Referral

1st Reading: 6/25/14; 2nd Reading: 7/16/14 ~~TO BE REPLACED WITH NEW ONE~~

EVANSVILLE COMMUNITY SCHOOL DISTRICT
CHILD PROTECTIVE SERVICES REFERRAL

CONFIDENTIAL

Child's Name: _____ Age: _____ DOB: _____

Sex: _____ Grade: _____ School: _____

Address: _____ Phone: _____

Special Needs of Child/Family (S/L, ESL, cognitive, disabilities, special ed): _____

Family Stressors (AODA, financial, marital, family violence, legal, mental health): _____

Describe Abuse and Neglect Regarding ~~Student~~ Concern of Injuries or Conditions: _____

Family Information (including all people in the home, custodial/non-custodial parents, stepparents, primary caregiver, siblings, court order contacts, adults not in the home):

Name	Relationship	School	DOB	Home Phone/Work Phone

Previous **HSD (Human Services Dept.)** ~~DCHS~~ Referrals/Interventions: _____

Current Worker: _____

Action Taken: _____

REPORTED TO: Name: _____ Position: _____
Phone: _____ Date/Hour: _____ Agency: _____

REPORTED FROM: Name: _____ School: _____ Phone: _____

Once completed, please send copy to Director of Student Services

MEMORANDUM

To: School Board
From: Jerry Roth, District Administrator
Re: Staff Salary Increases
Date: 7-10-14

The 2014-2015 proposed budget presented by Doreen Treuden during the June 25, 2014, Board meeting included a 1.46% annual salary increase for all staff. I recommend that the Board discuss this budget item to prepare for possible approval at the August 16 Board meeting. This will allow for school year employees to receive the possible increase on the first payroll of the 2014-15 school year.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: 1.46% Wage Increase
Date: July 10, 2014

Below is the information requested at the last Board meeting.

Cost Impact of 1.46% wage increase			
Employee Group	Wages with Increase	Current Total Wages	Amount of Increase
Teachers	\$ 10,730,170.17	\$ 10,608,213.41	\$ 121,956.76
Support Staff	\$ 1,136,689.55	\$ 1,125,418.94	\$ 11,270.61
Custodians	\$ 715,803.87	\$ 707,873.87	\$ 7,930.00
Administration	\$ 1,096,378.11	\$ 1,085,448.91	\$ 10,929.20
Non-Represented	\$ 643,085.31	\$ 639,931.44	\$ 3,153.87
OT/PT	\$ 342,342.88	\$ 338,097.52	\$ 4,245.36
Food Service	\$ 253,072.59	\$ 250,033.02	\$ 3,039.57
	\$ 14,917,542.48	\$ 14,755,017.11	\$ 162,525.37

**Continuous System Improvement
Plan**

aka
Strategic Plan

**Continuous System Improvement
Definition**

An ongoing effort to improve services and/or processes. These efforts seek "incremental" improvement over time and are constantly evaluated and improved in the light of their efficiency, effectiveness and flexibility.

**Continuous Improvement Plan (CIP)
Components**

❖ Vision Statement (already completed)
❖ Priorities (recommended)
❖ Mission Statements (proposed)
❖ Goals (Board & Administration Committees)
❖ Action Plans (Administration & Leadership Teams)
❖ Implementation (Proposed Date of July 2015)
❖ Assessment of CIP
❖ Revision of CIP

Proposed Structure

After reviewing several strategic plans, the following model is recommended based on the following rationale:

- Comprehensive model
- Capacity to implement the plan
- Success of the District using this model

Priorities

- Teaching and Learning
- Workforce Engagement and Development
- Communication and Community Engagement
- Technology
- Facilities and Operations
- Climate and Culture

Committee Structure

Standing Committee
Board and Administrative Team

Subcommittees – Goal Development
Co-Chairs: Board and Administration
Members: Staff, Parents, Community

Subcommittees – Action Plan Development
Chairs: Administration
Members: Staff, Parents, Community

Committee Membership

Committees will be comprised of:

Board Member(s)

Administrator(s)

Staff Member(s)

Parent(s)

Community Member(s)

Board Member and Administrator will co-chair their committee and select their members.

Proposed Committee Assignments

Teaching and Learning

Board Member – Melissa Hammann
Administrator – Paula Landers & Vaunce Ashby

Workforce Engagement and Development

Board Member – Sandi Spanton-Nelson
Administrator – Joannie Dobbs

Communication and Community Engagement

Board Member – Kathi Swanson
Administrator – Jerry Roth/TRIS

Technology

Board Member – Eric Busse
Administrator – Jason Knott/Larry Martin

Facilities and Operations

Board Member – John Rasmussen & Tina Rossmiller
Administrator – Doreen Treuden/Brian Cashore/Joe Francis

Climate and Culture

Board Member – Amanda Koenecke
Administrator – Scott Everson

Tentative Timeline

July 16, 2014 – Overview and Board approval of first steps

September 24, 2014 – Outline details and tools for developing Continuous System Improvement Plan

December 2014 – Presentation of Goals/Approval by the Board

February 2015 – Check Point on Action Plans

April 2015 – Presentation of Action Plans/Approval by the Board

Referendum Communication Timeline

July	August	September	October
Build Website (Doreen/Kelly)	Launch Website August 11 (Doreen)	Staff and Community Meetings <ul style="list-style-type: none"> • Staff Meetings • Annual Meeting • PTO/PTA • Churches • Athletic Events (Jerry/ Doreen/ Principals)	Post Cards <ul style="list-style-type: none"> • Oct 13 • Oct 27 (Jerry/Doreen)
Press Release After July 16 (Jerry)	Staff Communication August 26 Back-to School Ambassadors (Jerry)	Message Center (Jerry)	Building Tours (Jerry/Principals)
Admin Team Agenda Good news, celebrations, success, stories (Jerry)	2-Press Releases Historical Information (Jerry)	2-Press Release (Needs) (Jerry)	Message Center (Jerry)
	Community Meetings Chamber, Lions, Daycares, Creekside, The Heights, etc. (Jerry/Doreen)	Community Meetings Chamber, Lions, Daycares, Creekside, The Heights, etc. (Jerry/Doreen)	2 Press Releases Solutions (Jerry) Community Meetings Chamber, Lions, Daycares, Creekside, The Heights, etc. (Jerry/Doreen)

Other:

- Displays for each school office/lobby
- Traveling displays for school and community events
- Parent/Teacher conferences
- Building – Back to School – Open Houses
- Video?
- Communication with a Vote “YES” group???

Communication Process:

- Website/Website Updates – to Board, Staff, Community
- Press Releases – to Board, Staff, Community
- Post Cards – to Board, Staff, Community
- Staff and Community Meetings – to Board, Staff, Community
- Staff Communication – to Board, Staff
- Message Center – to Board, Staff, Community
- Building Tours – to Board, Staff, Community

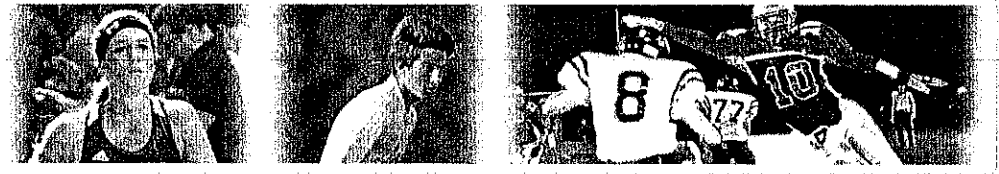


- [The Needs](#)
- [The Process](#)
- [The Solution](#)
- [The Tax Impact](#)
- [Sample Ballot](#)
- [More Information](#)
- [Contact Information](#)

Referendum

[Letter from the Board of Education](#)
[Referendum FAQ](#)
EVANSVILLE COMMUNITY SCHOOL DISTRICT
REFERENDUM
NOVEMBER 4, 2014

- [Letter from the Board of Education](#) 
- [Referendum FAQ](#) 



- [The Needs](#)
- [The Process](#)
- [The Solution](#)
- [The Tax Impact](#)
- [Sample Ballot](#)
- [More Information](#)
- [Contact Information](#)

The Needs

[Curriculum](#)
[Facilities](#)
[Safety and Security](#)
[Technology](#)

- [Curriculum](#) 
- [Facilities](#) 
- [Safety and Security](#) 
- [Technology](#) 



- ▶ The Needs
- ▶ **The Process**
- ▶ The Solution
- ▶ The Tax Impact
- ▶ Sample Ballot
- ▶ More Information
- ▶ Contact Information

The Process

[Citizens Advisory Committee](#) [Community Survey](#) [Referendum Timeline](#)

Citizens Advisory Committee

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Purpose of the Committee
 Committee Members
 Meeting Agendas
 Meeting Minutes
 Recommendations to the Board of Education

Community Survey

63

Survey Document - January 2014
 Survey Results



- ▶ The Needs
- ▶ The Process
- ▶ **The Solution**
- ▶ The Tax Impact
- ▶ Sample Ballot
- ▶ More Information
- ▶ Contact Information

The Solution

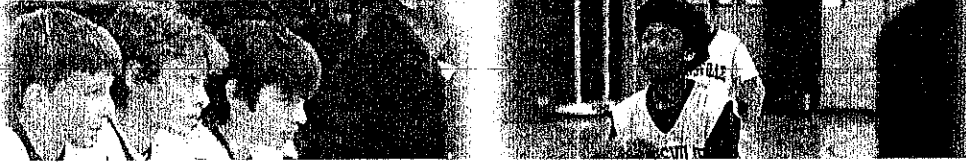
[Board of Education Resolution](#) [Improvement Plan](#)

Board of Education Resolution

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Improvement Plan

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The Tax Impact

- > [The Needs](#)
- > [The Process](#)
- > [The Solution](#)
- > [The Tax Impact](#)
- > [Sample Ballot](#)
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Sample Ballot

- > [The Needs](#)
- > [The Process](#)
- > [The Solution](#)
- > [The Tax Impact](#)
- > [Sample Ballot](#)
- > [More Information](#)
- > [Contact Information](#)

[Voting Information](#) [Register to Vote](#) [Absentee Ballot Information](#) [Links to More Information](#)

Voting Information

[Locations](#)
[Times](#)

Register to Vote

Absentee Ballot Information



- [The Needs](#)
- [The Process](#)
- [The Solution](#)
- [The Tax Impact](#)
- [Sample Ballot](#)
- [More Information](#)
- [Contact Information](#)

More Information

[Historical Information](#) [Tax Levy Comparisons](#) [District Initiatives](#) [State Initiatives](#) [Referendum Process/Plans](#)
[Introduction to School Boards](#) [Board Relations](#)

Historical Information

Curriculum
Facilities
Safety and Security
Technology

Tax Levy Comparisons

Rock County
Conference
State

Referendum Dos and Don'ts for School Boards

Dos:

1. Engage, network and LISTEN to the community.
2. Establish a need for a referendum and communicate it to the community.
3. Reasonable expenditures can be made for the purpose of providing voters with relevant facts to aid them in reaching an informed decision when voting. Reasonable expenditures include costs of brochures, newspaper advertisement, newsletters and documentary videos.
4. Board members may speak for or against a referendum as a member of a community committee that advocates for or against a referendum. A Board member cannot represent the Board on a community committee. The Board member must act as an individual citizen. Board members need to be aware of open meetings law implications if other Board members participate on the committee.
5. It is strongly encouraged that Board members preface any advocacy remarks with the statement that **the Board member is acting in her/his individual capacity** rather than in his/her capacity as a Board member. This includes statements made as letters to the editor, social media yard signs, etc.

Don'ts:

1. The school board, acting as such, should not advocate passage or defeat of the referendum.
2. Do not make "threats" of what will happen if the referendum fails.
3. Avoid a long drawn out campaign timeline that could irritate voters.
4. Do not conduct referendum if the community is strongly opposed to one.
5. Do not conduct a referendum if the district has a poor financial rating or has extensive long-term debt.
6. No public funds should be expended in connection with advocacy of referendum results.
7. School district personnel (including the school district administrator) should not engage in advocacy or promotional activities during the school day.
8. Advocacy groups should not be formed by the school board, nor should any public funds be used to support or advance the interests or positions of any advocacy groups
9. If school facilities are made available to outside groups consistent with school board policy, no preference should be given to groups either supporting or opposing the passage of the referendum.

References:

1. Bill Fahey, Boardman and Clark LLP
2. Permissible Campaign Practices: School District Referendum Elections, Quarles and Brady LLP
3. Miron Construction, www.miron-construction.com

Evansville

Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-5224
Fax: (608) 882-6564

Kathi Swanson
School Board President
swansonk@evansville.k12.wi.us

Engage – Educate – Empower

A Letter from the Board of Education

Evansville enjoys a strong school system where we continually strive to create a culture of excellence. We deliver quality education to our students and employ highly effective staff. Our district supports three buildings, housing more than 1,700 students and over 200 employees each day.

We are fortunate to be located in a community that is extremely generous and supportive of our schools. We receive quality city services, have a diverse business base and enjoy all the amenities that a small town offers.

This referendum is about our children. It is about continuing to strive for excellence and increasing the resources to ensure that our children receive the programming they need to meet the needs of an ever changing world.

We want to engage our community by having informational meetings. We want our citizens to be educated about the needs of our district. Finally, we want to empower our citizens to make an informed decision.

As Board of Education members, we strongly encourage each of you to exercise your right to vote on November 4th.

Add phone numbers, email addresses, home addresses?

Kathi Swanson
Eric Busse
Tina Rossmiller
John Rasmussen
Sandi Spanton-Nelson
Amanda Koenecke
Melissa Hammann

**EVANSVILLE COMMUNITY SCHOOL DISTRICT
EVANSVILLE, WISCONSIN
RESOLUTION**

A Resolution in Support of the Preservation of Tax-Exempt Financing

WHEREAS, the fundamental principle of tax-exempt financing is giving local governments the ability to issue bonds free from federal tax in order to provide low-cost, ready access to capital for infrastructure projects and other needs; and

WHEREAS, the exclusion of interest on state and local obligations from federal gross income is an important governmental financing tool in a time where job creation and rebuilding of critical infrastructure is crucial to our nation's state and local economies; and

WHEREAS, state and local governments across the U.S. have used tax-exempt financing of community projects for decades to create jobs and maintain the infrastructure for economic and environmental success.

NOW, THEREFORE, BE IT RESOLVED that the Evansville Community School District in the City of Evansville, County of Rock, State of Wisconsin, opposes any efforts by the United States Congress and Administration to eliminate or limit the use of tax-exempt bonds by state and local governments or to change the ability of investors to claim the exemption.

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to our Congressional Representatives and key members of the Administration.

BE IT FURTHER RESOLVED that a copy of this resolution shall be submitted to the League of Wisconsin Municipalities in support of future debate and action on preserving tax-exempt financing.

Passed and adopted this _____ day of _____, 2014.

Kathi Swanson, Board President

ATTEST:

John Rasmussen, Board Clerk

(Question I)

RESOLUTION TO INCREASE REVENUE LIMITS
FOR
CURRICULUM PROGRAMMING AND TECHNOLOGY INITIATIVES

Be it resolved by the School Board of the Evansville Community School District, Rock, Dane and Green Counties, Wisconsin, that, for the purpose of funding costs of curriculum programming and technology initiatives in the school district, the school district budget for each of the 2014-15 through 2018-19 school years shall include the following amounts in excess of the revenue limits imposed by Section 121.91(2m), Wisconsin Statutes: for the 2014-15 school year an amount of \$340,000.00 on a nonrecurring basis; for the 2015-16 school year an amount of \$445,000.00 on a nonrecurring basis; for the 2016-17 school year an amount of \$480,000.00 on a nonrecurring basis; for the 2017-18 school year an amount of \$490,000.00 on a nonrecurring basis; and for the 2018-19 school year an amount of \$496,200.00 on a nonrecurring basis.

Adopted this 16th day of July, 2014.

District President

ATTEST:

District Clerk

(Question II)

RESOLUTION TO INCREASE REVENUE LIMITS
FOR
BUILDING SAFETY/SECURITY AND FACILITY MAINTENANCE

Be it resolved by the School Board of the Evansville Community School District, Rock, Dane and Green Counties, Wisconsin, that, for the purpose of funding costs of enhancing building safety/security and maintaining school district facilities, the school district budget for each of the 2014-15 through 2018-19 school years shall include the following amounts in excess of the revenue limits imposed by Section 121.91(2m), Wisconsin Statutes: for the 2014-15 school year an amount of \$350,000.00 on a nonrecurring basis; for the 2015-16 school year an amount of \$460,000.00 on a nonrecurring basis; for the 2016-17 school year an amount of \$498,897.00 on a nonrecurring basis; for the 2017-18 school year an amount of \$500,000.00 on a nonrecurring basis; and for the 2018-19 school year an amount of \$506,200.00 on a nonrecurring basis.

Adopted this 16th day of July, 2014.

District President

ATTEST:

District Clerk

RESOLUTION
PROVIDING FOR AN ELECTION ON THE QUESTION
OF THE APPROVAL OF RESOLUTIONS TO
INCREASE REVENUE LIMITS

WHEREAS, the School Board of the Evansville Community School District, Rock, Dane and Green Counties, Wisconsin (the "District"), has heretofore duly adopted resolutions entitled: "Resolution to Increase Revenue Limits for Technology Initiatives and Curriculum Programming" and "Resolution to Increase Revenue Limits for Building Safety/Security and Facility Maintenance" (the "Resolutions"); and

WHEREAS, the School Board deems it to be desirable and in the best interests of the District to direct the District Clerk to call a referendum election for the purpose of submitting the Resolutions to the electors for approval or rejection.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District, that the School District Clerk is authorized to call a referendum election at the time of the fall general election, to be held on November 4, 2014, for the purpose of submitting the Resolutions to the electors for approval or rejection.

BE IT FURTHER RESOLVED, that the District electors shall vote at the referendum election at the times and polling places at which they cast their ballots in regularly scheduled elections.

BE IT FURTHER RESOLVED, that the election officials appointed by each of the municipalities within the District shall conduct the election. Absentee ballots shall be distributed by the Municipal Clerk of each municipality within the District.

BE IT FURTHER RESOLVED, that the returns of the referendum election shall be canvassed by the Board of Canvassers of each municipality within the District. Each Board of Canvassers shall certify the returns of the referendum to the District Clerk. The District Clerk and two other reputable citizens appointed by the Clerk prior to the date of the referendum election shall act as the District's Board of Canvassers for this referendum. This Board of Canvassers shall meet at the School District offices to determine the result of the referendum as provided by law. The canvass shall be open to the public and the District Clerk is directed to give notice of said meeting.

BE IT FURTHER RESOLVED, that the District Clerk is authorized and directed to provide all notices necessary for this election, and shall further provide the election officials at the polling place with the ballots as required by law.

Adopted this ____ day of July, 2014.

District President

ATTEST:

District Clerk

5-YEAR NON-RECURRING REFERENDUM

QUESTION I

\$ 2,251,200.00

Tech/Curr

Levy Increase

Less: State Aid

Net Levy

Tax Impact Summary

	2015	2016	2017	2018	2019	2020
	340,000.00	445,000.00	480,000.00	490,000.00	496,200.00	
	0	-108,290	-141,733	-152,880	-156,065	-156,065
	340,000	336,710	338,268	337,120	340,135	-156,065

Est. Tax Rate

\$0.51

\$0.51

\$0.51

\$0.51

-\$0.24

QUESTION II

\$ 2,315,097.00

Facility/Safety

Levy Increase

Less: State Aid

Net Levy

Tax Impact Summary

	2015	2016	2017	2018	2019	2019
	350,000	460,000	498,897	500,000	506,200	
	0	-111,475	-146,510	-158,899	-159,250	-159,250
	350,000	348,525	352,387	341,101	346,950	-159,250

Est. Tax Rate

\$0.53

\$0.53

\$0.52

\$0.52

-\$0.24

TOTAL

Annual Amount per Year

Levy Increase

Less: State Aid

Net Levy

Tax Impact Summary

	2015	2016	2017	2018	2019	2019
	690,000	905,000	978,897	990,000	1,002,400	
	0	-219,765	-288,243	-311,779	-315,315	-315,315
	690,000	685,235	690,655	678,221	687,085	-315,315

Est. Tax Rate

\$1.04

\$1.04

\$1.03

\$1.04

-\$0.48

Home Value

Tax Impact for Year 1

5 yrs. Averaged over 4

Home Value

Tax Impact for Year 1

5 yrs. Averaged over 4

2,251,200

58.09

174.27

290.45

Home Value

Tax Impact for Year 1

5 yrs. Averaged over 4

Home Value

Tax Impact for Year 1

5 yrs. Averaged over 4

2,315,097

59.74

179.21

298.69

Home Value

Tax Impact for Year 1

5 yrs. Averaged over 4

Home Value

Tax Impact for Year 1

5 yrs. Averaged over 4

4,566,297

117.83

353.49

589.14

**PROPOSAL FOR CO-CURRICULAR POSITION:
EHS ROBOTICS TEAM ADVISOR**

The following is some background information for our piloted team through the 2013-2014 school year:

STUDENTS:

- There were 12 students who signed up at the organizational meeting; 6 boys and 6 girls; 9 students attended the state tournament at UW-Milwaukee (official maximum: 10 students per team)
- Four additional students started attending meetings after the tournament

ACCOMPLISHMENTS:

1. Betsy Stalder received several grants this year to start-up our program -- rookie team grant from USFirst (\$500), EEF Stem Fund Grant (\$450), ECP grant (\$100)
2. A very generous, thoughtful anonymous parent paid for the cost of our robotics kit (approximately \$700)
3. Plus, we received 'in-kind' donations from Nelson Lumber and Ace Hardware - worth around \$500
4. After-school club -- met twice a week from November until April, more often in the weeks leading to the tournament and the Energy Fair
5. Team participated at the FIRST Tech Challenge State Tournament at UW-Milwaukee (February 1st)
6. At the tournament, won the "Against All Odds" Award; ranked 20th out of 28 teams (beat some old-timers)
7. Robotics Club displayed their robot and their activities at the Energy Fair
8. Our Tech Ed program built the game field and mission parts
9. The Team raised \$100 by holding a bake sale at school ☺

ROBOTICS CLUB STUDENT BONUSES:

1. In addition to learning computer programming and engineering, some students also had additional responsibilities like fundraising (asking for donations from Nelson Lumber and Ace Hardware), marketing, organizing, T-shirt design, recording their inventions, public relations at the Energy Fair, etc.
2. Our number of interested students will only go up (we hope!) in succeeding years since this year, 8th graders started learning about Robot C programming and building a VEX robot in Tech Ed.
3. Evansville High School can continue the MS Project Lead the Way robotics program.
4. Schools can submit more than one team to the competition (more than 10 students), as long as each team has its own robot...

5. In addition to the students who like to go to the state tournament, there are students who just want to learn how to program in Robot C or Labview, students who just like the designing and building the robot part, students who do not want to compete against other teams but like to do scrimmages, or like to show off the robot at the Energy Fair.
6. The robotics program could become an independent study elective for those who want to learn programming and building/designing a robot on their own or with partner.
7. robotics program also provided Tech Ed students with a relevant curricular project, complete with required, donated materials.
8. FTC team members become eligible to apply for college scholarships at over 125 colleges/universities that are designated FTC scholarships

PROPOSED *EHS ROBOTICS TEAM ADVISOR RESPONSIBILITIES:*

Register team to participate in the USFIRST Tech Challenge (FTC)

Register team to compete in the FTC state tournament

Arrange scrimmages with nearby teams in Janesville and Middleton

Find and apply for grants and sponsors

Train students to program either in LABVIEW and/or Robot C software

Coach students to design and build robot, and to program robot to fulfill missions

Find and contact suitable mentors for help in design and programming

Arrange for the game field to be built

Arrange T-shirt design, plus transportation and lodging for state tournament

PROJECTED ESTIMATED COST:

The following are annual/recurring team costs, not including the cost of purchasing a new robot or software:

USFIRST team registration -- **\$275**

State tournament event registration -- **\$300**

Materials and supplies for each year's game – approximately **\$200** (potentially donated in-kind...)

(Tetrix Robotics kit -- \$700 -- can be reused every year)

Travel and lodging at UW-Milwaukee event – approximately **\$700**

Co-curricular salary stipend: **\$1,637**

Total cost: **Approximately \$3,112**

**PROPOSAL FOR CO-CURRICULAR POSITION:
*EHS MATH TEAM ADVISOR***

The following is some background information for our piloted team through the 2013-2014 school year:

Students participation in the Madison Area Mathematics League:

1st meet-- one team -- 8 students for Varsity team

2nd meet -- two teams -- 16 students - 8 for Varsity and 8 for JV

3rd meet -- three teams -- 20 students - 12 for Varsity and 8 for JV

4th meet -- two teams -- 16 students - 8 students for Varsity and 8 for JV

Students participation in the Rock Valley Conference Math Meet:

We had a total of 16 students compete against the other 11 conference schools. Our Varsity team won first place for the second year in a row. Many students earned individual awards for highest scores amongst all students.

Future student/team consideration:

- This should be an open team -- open to anyone who wants to join
- There will not be pre-tests or qualifying exams to join the math team
- Edgerton and other similar-sized schools like Edgewood usually brought four teams - 2 Varsity and 2 JV -- up to 48 students; Edgerton said they had 80 students signed up for the math team signed up; sometimes they'd sign up 6 teams for a meet

Accomplishments:

Madison Area Mathematics League Math Meets - These meets are attended by nearly 500 students, representing over 65 teams from 21 schools.

#1 meet at LaFollette – we had one Varsity team (8 students) – we took second place

#2 meet at Memorial – we had one Varsity team (8) and one JV team (8) – we won first place in Varsity

#3 meet at West High – we had two Varsity teams (12) – we won first place Varsity and one JV team (8) – we won first place JV

#4 meet at East High -- one Varsity team (8) and one JV team (8) – we took 3rd place

In addition, these students won individual awards for highest scores amongst all Varsity students: Katrina Veit, Hunter Johnson, Jake Schroeder, Thomas Allen, Billy Petersen, and Alexander Diebold

Top Varsity scorer from Evansville: Alex Diebold; Alex also placed on the All-League Team for the Madison Area Math League

Top JV scorer from Evansville: Spencer Hennig

American Mathematics Competition: The AMC is a prestigious, international contest administered by the Mathematics Association of America. They are the first of a series of challenging competitions in high school mathematics that determine the United States team for the International Mathematical Olympiad. This year, 10 Evansville students took the AMC exams.

Three juniors/seniors took the AMC12 exam.

Seven freshmen/sophomores took the AMC 10 exam.

In addition, many members of the high school Math Team also volunteered to be proctors at the WCATY Math 24 competition held at UW-Madison for grades 4-8.

Proposed Co-Curricular “EHS Math Team Advisor” position duties:

Coach JV and Varsity teams -

We will try to have at least bi-weekly practice sessions (alternate between JV and Varsity); We will use previous years' problem sets for the Madison Area Math League

Register and take teams to FOUR Madison Area Mathematics League Math Meets:
(October, December, February, March -- 1st or 2nd Wednesday @4pm
meets usually run two hours, plus half-hour for awards ceremony)

Take teams to the Rock Valley Conference Math Meet - usually held in March

Register a Varsity team for the Wisconsin State Math Contest and administer the exam - registration usually held in mid-February, with exam in early March

Register students to take the AMC 10 and AMC 12 math contest and administer the exams - usually held in February

Useful practices: Use previous years' AMC 10 and AMC 12 exams to prepare for AMC.

Hand out medals and certificates to math meet team members during Awards Night;

Develop a process for Math Team members to have opportunity to "letter" in Math Team like band or athletics; design and wear team T-shirts to meets

Co-Curricular *EHS Math Team Advisor* projected costs:

Madison Area Mathematics League: \$20 per team per meet

So fees for one varsity and one JV team for the four meets would be **\$160**
plus bus transportation costs (**approximately \$400**)

Wisconsin State Math Competition: **\$50 entry fee** for the school

AMC 10/12 exams: \$42 for school registration

\$19 per 10-pack bundle for each exam (AMC 10 and AMC 12)

This year, **total costs were \$80**

Rock Valley Conference Math Meet: **Approximately \$80** transportation fee

Co-curricular salary stipend: **\$1,637**

Total cost: **Approximately \$2,362**

Chad Thompson
1102 Acewood Blvd
Madison, WI 53716

June 27, 2014

Jerry Roth & Scott Everson
340 Fair St
Evansville, WI 53536

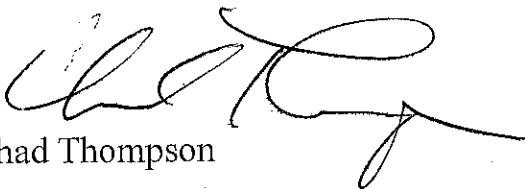
Dear Mr. Roth & Mr. Everson,

I am writing today to tender my formal resignation from the Evansville Community School District. As on today's date (Friday, June 27th), I effectively resign from my .5 position as a High School Social Studies Teacher.

I appreciate the opportunity you did provide me to teach in your community this past school year. As there were not additional hours in the department for a fourth full time instructor, I have decided to take another teaching opportunity.

I wish you and your staffs nothing but the best, I hold you all in high regard.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chad Thompson', with a large, stylized flourish at the end.

Chad Thompson

June 26, 2014

Jerry Roth, District Administrator
Evansville Community School District
340 Fair Street
Evansville, WI 53536

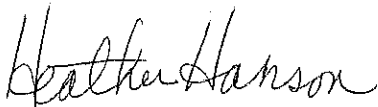
Dear Superintendent Roth and the ESCD School Board:

The purpose of this letter is to resign my position of Reading Teacher/GT Teacher at Levi Leonard Elementary School effective June 30, 2014.

I have decided to go back to school full-time to earn a Masters in Professional Accountancy. I have also been given the opportunity to work part-time for an accounting firm while completing my degree.

Thank you for five years of learning and growing as part of the Evansville Community School District family. It has been both a rewarding and memorable experience. I wish the district good luck with its future endeavors.

Best regards,



Heather Hanson

*JER Rec'd prior to 7-1-14
KM Rec'd 7-1-14
TO LG 7-28-14
L.C.*

Katie Tomaszewski
11342 N Erie Dr.
Edgerton, WI 53534
715-617-4896
kmbugni@gmail.com

6/30/14

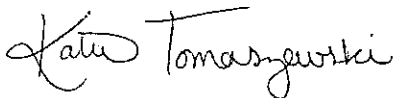
Evansville Community School District
340 Fair Street
Evansville, WI 53536

Dear Ms. Vauce Ashby,

This letter is to inform you of my resignation from my position as Occupational Therapist at Evansville Community School District. I have recently accepted a position for the Northland Pines School District in Eagle River, Wisconsin. It is with a heavy heart I write this letter as I have thoroughly enjoyed the staff, families, students, and community of Evansville.

Thank you for the opportunities for professional and personal development that you have provided over the past year.

Sincerely,



Katie Tomaszewski

Rec'd 7-8-14
To LG-LLC - 7-9-14

Revised:

1st Reading: 5/28/14; 2nd Reading: 6/11/14; 3rd Reading: 7/16/14

SERVICES FOR ENGLISH LANGUAGE LEARNERS

The Evansville Community School District Board of Education recognizes that students enrolled in our District may have a primary language other than English. The Board shall provide appropriate services for District students with limited English proficiency in order that they acquire English language skills enabling them to achieve grade level academic standards in all content areas.

Students shall be identified as English Language Learners (ELLs) through a home language survey given upon enrollment. Once ELLs are identified, their English proficiency level shall be determined, and they shall receive services based upon their assessed English proficiency level. This shall be done in accordance with the state requirements and established District procedures.

The degree of modification of grade level curriculum and differentiation of instructional practices for ELLs, the type of support services, and the duration of services shall be determined individually and be based upon student need. ELLs shall be served by English as a Second Language (ESL) teachers. Wherever possible, the student's first language shall be used to support their acquisition of English. If the District enrollment indicates that statutorily determined numbers of ELLs have the same first language, the Board shall establish and implement a bilingual-bicultural education program as required by state law, and students shall be served by a bilingual resource teacher.

English Language Learners shall be assessed to determine their English language proficiency as required by the state. The assessment shall be administered by ESL/bilingual resource teachers trained to administer the assessment. Additional resources may be used to determine an ELL's English language proficiency levels. Student English proficiency assessment records shall be maintained by the District in accordance with state and federal laws and District student records policies and procedures.

The District shall assess the academic progress of ELLs in accordance with legal requirements and established District procedures. Assessment decisions shall be made on an individual basis for each ELL. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. Any ELL student exempted from taking a state-required test shall be administered an alternative assessment approved by the Department of Public Instruction. The results of both state-required tests and alternative assessments shall be used consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in exiting an ELL from a bilingual-bicultural program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for participation in post-secondary education opportunities. Exemption of an ELL from taking a state-required test may also not be used as the sole criterion for making such determinations.

A District representative will notify parents/guardians of ELLs of student assessment arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. These notifications shall be made consistent with legal requirements and in such manner as to ensure that the students' parent/guardian understands them.

Legal Ref.: Sections 115.96 Wisconsin Statutes (Establishment of Programs)

115.97 (Bilingual-Bicultural Education Programs Required)

118.13 (Pupil Discrimination Prohibited)

118.30 (Pupil Assessment)

Chapter 115

PI 13 of Wisconsin Administrative Code

No Child Left Behind Act 2001

Approved: December 8, 2003

342.63

Revised: January 8, 2007

1st Reading: 5/28/14; 2nd Reading: 6/11/14; 3rd Reading: 7/16/14

TO BE REMOVED

PROCEDURES FOR TESTING ENGLISH LANGUAGE LEARNERS

A. Assessing English Proficiency

1. English Language Learners (ELLs) shall be assessed to determine their English language proficiency using a Department of Public Instruction approved English proficiency assessment instrument. The assessment shall be administered by bilingual-bicultural program staff. The District may also use information such as the following when assessing a student's English proficiency: prior academic records from within or outside the United States, information on everyday classroom performance, and course grades which, in relation to the student's grade level, indicate that lack of progress is due to limited English language skills.
2. English Language Learners who are assessed shall be classified according to their English proficiency level as outlined in state rules and described below.
 - **Level 1 – Beginning Preproduction** if the student does not understand or speak English with the exception of a few isolated words or expressions.
 - **Level 2 – Beginning Production** if all of the following criteria are met:
 - (a) the student understands and speaks conversational English with hesitancy and difficulty,
 - (b) the student understands parts of lessons and simple directions, and
 - (c) the student is at a pre-emergent or emergent level of reading and writing English, significantly below grade level.
 - **Level 3 – Intermediate** if all of the following criteria are met:
 - (a) the student understands and speaks conversational and academic English with decreasing hesitancy and difficulty,
 - (b) the student is post-emergent, developing reading comprehension and writing skills in English, and
 - (c) the student's English literacy skills allow the student to demonstrate academic knowledge in content areas with assistance.
 - **Level 4 – Advanced Intermediate** if all of the following are met:
 - (a) the student understands and speaks conversational English without apparent difficulty, but understands and speaks academic English with some hesitancy, and
 - (b) the student continues to acquire reading and writing skills in content areas needed to achieve grade level expectations with assistance.

- **Level 5 – Advanced** if all of the following conditions are met:
 - (a) the student understands and speaks conversational and academic English well,
 - (b) the student is near proficient in reading, writing, and content area skills needed to meet grade level expectations, and
 - (c) the student requires occasional support.
 - **Level 6 – Formerly ELL Now Fully English Proficient** if all of the following criteria are met:
 - (a) the student was formerly limited-English proficient and is now fully English proficient, and
 - (b) the student reads, writes, speaks, and comprehends English within the academic classroom setting.
3. Student English proficiency assessment records shall be maintained by the District in accordance with state and federal laws and district student records policies and procedures. Reports regarding English Language Learners shall be made to DPI as legally required.

B. Assessing Academic Achievement

1. Decisions regarding academic performance assessment shall be made and documented on an individual basis for each ELL student. Assessment decisions shall be made by the classroom teacher or English as a second language teacher and communicated to the student’s parent(s)/guardian(s). All communications to parents/guardians of ELL students shall be given in such manner as to provide understanding of the information. They should be provided in English, the parent/guardian’s native language or any other means to convey the required information.
2. An ELL student may not be exempted from academic assessments based on their ELL status. The District shall administer a state-required test to an ELL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student’s academic knowledge and skills. If an ELL student is exempted from taking a state-required test, he/she shall be administered a DPI approved alternative assessment.
 - (a) Except as specified below, students at English proficiency levels 1 or 2 as outlined above shall participate in an alternative assessment even if they participate in a state-required test.
 - (1) Students at English proficiency levels 1 or 2 who have attended school in the first grade or any higher grade in the United States, not including Puerto Rico, for three or more full consecutive school years shall participate in academic assessment of reading or English language arts using tests written in English.
 - (2) The District may continue, for no more than two additional consecutive school years, to assess a student described in (1) above with an alternate

assessment, rather than the state required tests, if the District determines that the student has not reached a level of English language proficiency sufficient for the tests written in English to yield valid and reliable information about what the student knows and can do. This determination shall be made on a case-by-case basis.

- (b) Students at English proficiency levels 3 through 5 as outlined above shall participate in a state-required test but may also participate in an alternative assessment.
 - (c) If an ELL student participates in a state-required test, the District shall provide testing accommodations for the student if they are needed. Any accommodations made shall maintain the validity of the test. Testing accommodations may include, but are not limited to the following: providing the assistance of a qualified translator to translate instructions or read items from tests that do not assess English language competency; providing small group or individual testing opportunities; providing more practice tests or examples before the actual test is administered; allowing ELL students to use dictionaries or other educational aids while taking the test unless this use would invalidate the test; and allowing ELL students as much time as necessary to complete the test.
3. Student test/alternative assessment results shall be communicated to the student's parent/guardian and to the DPI as required by law.
 4. ELL student test results shall be used consistent with District policies when making instructional, promotion, and graduation decisions. Test results shall not be used as the sole criterion in exiting ELL students from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for postsecondary education opportunities. Exemption of an ELL student from taking a state-required test may also not be used as the sole criterion for making such determinations.

With parent/guardian permission, an ELL student will be provided educational program assistance and/or services as appropriate and necessary to help the student improve his/her English language skills and academic performance.

Legal Ref.: Sections 118.13 Wisconsin Statutes
118.30
Chapter 115
PI 13 of Wisconsin Administrative Code
No Child Left Behind Act 2001

Approved: May 11, 1987

345.1

Revised: July 13, 1992

Revised: May 12, 1997

1ST Reading: 5/28/14; 2nd Reading: 6/11/14; 3rd Reading: 7/16/14

GRADING SYSTEMS

The Evansville Community School District shall evaluate student achievement in grades one through twelve. Evaluating student academic performance by issuing grades on a regular basis promotes a process of continuous evaluation of student performance and communicates student achievement and progress to the student and his/her family.

Specific grading systems shall be developed at all grade levels, under the direction of the building principal. The building principal is charged with overseeing the regular evaluation of student achievement and progress, and with regular reporting of such progress to students and their families. Specifically,

- Consistent grading systems that are grade level appropriate shall be used to indicate student progress. Complete definitions of these will be explained in the school handbook and will be reviewed annually by administration and staff;
- Academic grades will measure achievement and be used as a means of reporting performance relative to established curriculum targets;
- Student attendance is important to student progress and can affect achievement; however, academic grades or credit in a course cannot be determined by attendance;
- Student disciplinary proceedings are subject to due process considerations and are not applicable to academic decision-making.

The responsibility for assigning grades for a course or subject rests with the classroom teacher. The teacher's determined evaluation shall be final unless, upon administrative review, substantial error is discovered in the procedures used to determine the grade.

Decisions concerning grade placement and promotion are in accordance with all District policies and procedures; and consistent maintenance of student records will occur to assist in providing appropriate educational services and regular communication.

The District shall not discriminate in the methods, practices, and materials used for evaluating students on any basis prohibited by law.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)
120.12(2) (School Board Duties)
PI (.03(1), Wisconsin Administrative Code

Local Ref.: Policy #345.1 – Grading Systems
Policy #345.2 – Progress Reports to Parents
Policy #345.4 – Promotion of Students from 4th to 5th and 8th to 9th Grade
Policy #346 – Testing Programs
Policy #411.1 – Student Nondiscrimination/Harassment
Policy #411.1 Form – Discrimination or Harassment Complaint Form

Approved:

362.1

1st Reading: 5/28/14; 2nd Reading: 6/11/14; 3rd Reading: 7/16/14

INTERLIBRARY LOAN

The Evansville Community School District may participate in resource sharing with other school and public libraries through interlibrary loan. Resource sharing is defined as lending Library Media Center (LMC) materials for a specified period of time to another library or patron of another library.

The purpose of resource sharing is to obtain materials not available in one's local LMC. This collective sharing of resources enhances the District's capacity to meet the educational needs of administration, faculty, and students.

All types of materials, regardless of format, may be requested on loan from the LMCs. The decision to loan materials is at the discretion of the lending LMC and will be made in a timely manner. The lending library shall determine in each case whether the materials should or should not be loaned. First priority shall be given to the needs of the District's LMC. The Library Media Specialist (LMS) may deny the loan of any material that is available, but determined to be needed by any District student or faculty member in the near future. Loaning of the following items may also be restricted at the discretion of the LMS:

- Books in current and recurring demand with extensive holds and waiting lists;
- Reference materials;
- Materials on reserve for group or class use;
- Non-print materials; or
- Equipment.

Borrowing LMCs shall be responsible for the prepayment of postage or shipping costs. In addition, borrowing LMCs and patrons of these centers will:

- Make every effort to exhaust their own resources before requesting materials from another library;
- Make every effort to return materials promptly by the stipulated due date;
- Return all materials in the same condition as they were loaned;
- Replace or reimburse the loaning LMC for damaged or lost materials.

Interlibrary loan activities shall not be used as a substitute for collection development.

All interlibrary loan activities shall be in compliance with the federal copyright law and guidelines.

Legal Ref.: Sections 43.72(3) Wisconsin Statutes (Library Exchanges)

120.12(1) (School Board Duties)

120.13 (School Board Powers)

121.02(1)(h) (School District Standards)

PI 8.01(2) Wisconsin Administrative Code

Federal Copyright Law (title 17, U.S. Code)

Technology Education and Copyright Harmonization Act (TEACH Act)

Enhancing Education Through Technology Act of 2001 (EETT)

THE CO- AND EXTRA- CURRICULAR ACTIVITIES PROGRAM

The Evansville Community School District Board of Education encourages students to participate in the co- and extra- curricular activities program. Extra-curricular activities are defined as those activities which augment skills learned in school but do not extend from a specific course of study. Co-curricular activities are defined as those that are an extension of the classroom for the purpose of achieving excellence. The Board believes that the activities program promote social awareness, self-confidence, competitive spirit, and emotional development that are important aspects of a well rounded education. Activities in the program are specified annually for each school in its handbook.

Activities in the program should be designed to give students an opportunity to develop their interests, attitudes and skills for future years without damaging their academic development. School clubs and societies shall be recognized as school organizations if they are authorized by the school administration, supervised by school personnel, composed completely of current student body members and hold the majority of meetings at school. All competitions should provide a healthful, enjoyable experience whereby the emotional, mental, social and physical development of young men and young women can be fully achieved. Good citizenship and sportsmanship should always be of prime importance.

~~Part-time resident non-public school and home schooled and students of legal age are not eligible to participate in the Evansville School District's activities and organizations, except for activities that are extensions of regular classes in which they are enrolled.~~

Full-time nonresident public school open enrollment students are eligible to participate in all co- and extra- curricular student activities and organizations. Part-time nonresident open enrollment students will participate in their resident school district's activities and organizations, except for activities that are extensions of regular classes in which they are enrolled. Minimum eligibility requirements will be established for activities by the building principal with school board approval.

The following general guidelines shall be used for approving student co- and extra- curricular options:

1. All activities shall be under the direction of the building principal.
2. The activity is educationally sound, timely and worthy.
3. The activity contributes directly to the educational, civic, social, or ethical development of the students involved.
4. The total length of time of the activity and the scheduling of the activity is not so great as to impair the curricular achievement of the students involved.
5. The benefits of the activity are not obtainable within the regular school program.
6. Student athletes must comply with all rules and regulations established by the WIAA, and the District athletic code and the Board.

It shall be the responsibility of the administration to formulate at the outset of each school year as complete a master calendar of events as possible and to regularly update that calendar.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)

120.12(2)(23) (School Board Duties)

120.13(1) (School Board Powers)

120.44(2) (School Board Powers and Duties)

121.54(7) (Transportation by School Districts)

PI 9.03(1) of the Wisconsin Administrative Code

Local Ref.: Policy 411 – Equal Educational Opportunities

Policy #411.1 – Student Nondiscrimination/Harassment

Policy #371 – Co- and Extra- Curricular Participation

Policy #443.1 – Student Conduct and Dress

Student Handbook

CO- AND EXTRA- CURRICULAR PARTICIPATION

The Evansville Community School District Board of Education extends the privilege of participating in the district's co-and extra- curricular programs to all students provided they are full-time students who are willing to assume the following responsibilities:

1. Display high standards of social behavior.
2. Display good sportsmanship.
3. Display proper respect for those in authority, including teachers, coaches, and officials.
4. Display a real spirit of cooperation.
5. Use language which is socially acceptable.
6. Choose dress which is neat, clean and appropriate for school activities.
7. Adhere to standards of the Evansville Schools Co-and Extra-Curricular Code.

Part-time resident students and part-time nonresident public school open enrollment students are not eligible to participate in co- and extra-curricular activities except for those activities that are extensions of courses in which they are enrolled.

In order to represent Evansville in any interscholastic competition, a student must meet all scholastic and other eligibility requirements of the W.I.A.A., the Evansville Schools, and any other applicable state organizations.

Scholastic requirements and other eligibility rules shall be published in the student handbooks and the co-curricular code of conduct handbooks annually.

Students participating in certain co- and extra-curricular activities may be susceptible to accidents. Although the School District is not legally responsible for such injuries except in cases of negligence, the Board is concerned about the health and welfare of each student. The District will provide a brochure for parents/guardians to obtain insurance coverage for their children if such insurance protection is desired. Parents/**guardians** must sign a waiver if they do not want to purchase the insurance offered in the brochure.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)

120.12(2)(23) (School Board Duties)

120.13(1) (School Board Powers)

120.44(2) (School Board Powers and Duties)

121.54(7) (Transportation by School Districts)

PI 9.03(1) of the Wisconsin Administrative Code

Local Ref.: Policy #370 - The Co- And Extra- Curricular Activities Program

Policy #443.1 - Student Conduct and Dress

Policy #451 - Student Insurance Program

Student Handbooks

STUDENT CONDUCT ON BUSES

All Evansville Community School District Board of Education policies concerning student behavior also pertain to conduct on the bus. Each year during annual registration, all parent(s)/legal guardian(s) are required to read this policy and sign off indicating that their student(s) will abide by these rules. This includes students who are not regular riders but who participate in school sponsored events involving bus transportation.

Building Principals shall forward photocopies of bus violation forms issued to special education students to the Special Education Department.

The following *Rules for Student Conduct on Buses, Policy #443.21*, shall be published in each school's student handbook:

- Students shall be on time for the bus. Students shall board the afternoon bus at the school that he/she attends.
- Students shall be careful when approaching bus stops, walking on the left toward oncoming traffic. If students cross the road, they must do so in front of the bus after making sure the highway is clear and after the bus driver signals they can cross.
- Students shall be courteous to the bus driver and fellow students. Students shall take their assigned seats without disturbing other students. Students shall sit down with their feet on the floor keeping the aisle clear. Students shall not stand on the bus. Students shall not extend any part of their body out of the bus windows. Cell phones shall be turned off when on the bus.
- Students shall not possess harmful objects and/or illegal substances -- they are prohibited. In addition, students shall not bring skateboards or other similar items on the bus. All personal property (i.e. toys, games, etc.) brought on the bus shall be at the expense of the owner if lost, stolen, and/or damaged. Neither the bus company nor the District shall accept responsibility for the loss of personal items or items that are under your care.
- Students shall care for the bus properly by helping to keep it clean and orderly. Eating, drinking, and littering are prohibited. Students who vandalize and/or cause damage to buses shall pay for the cost of repair(s) and/or replacement(s).
- Students shall listen to and obey directions from the bus driver. Excessive noise, fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited. Loud talking, laughing and/or unnecessary confusion can divert the bus driver's attention and may result in a serious accident.

Legal Ref.: Sections 120.13(1) Wisconsin Statutes (School Board Powers)

121.52(1)(b) (Vehicle, Operator and Drive Requirements)

Local Ref.: Policy #443.21 – Rules for Student Conduct on Buses

Policy #443.2 Form 1 – First Violation - Warning

Policy #443.2 Form 2 – Second Violation – Suspension of School Bus Privileges

Policy #443.2 Form 3 – Third Violation – Suspension of School Bus Privileges

Policy #443.2 Form 4A – Fourth Violation A – Suspension/Expulsion of School Bus Privileges

Policy #443.2 Form 4B – Fourth Violation B – Expulsion of School Bus Privileges

RULES FOR STUDENT CONDUCT ON BUSES

All Evansville Community School District Board of Education policies concerning student behavior pertain to conduct on the bus. All students are required to read and sign off indicating they will abide by these rules each year.

- Students shall be on time for the bus. Students shall board the afternoon bus at the school that he/she attends.
- Students shall be careful when approaching bus stops, walking on the left toward oncoming traffic. If students cross the road, they must do so in front of the bus after making sure the highway is clear and after the bus driver signals they can cross.
- Students shall be courteous to the bus driver and fellow students. Students shall take their assigned seats without disturbing other students. Students shall sit down with their feet on the floor keeping the aisle clear. Students shall not stand on the bus. Students shall not extend any part of their body out of the bus windows. Cell phones shall be turned off when on the bus.
- Students shall not possess harmful objects and/or illegal substances -- they are prohibited. In addition, students shall not bring skateboards or other similar items on the bus. All personal property (i.e. toys, games, etc.) brought on the bus shall be at the expense of the owner if lost, stolen, and/or damaged. Neither the bus company nor the District shall accept responsibility for the loss of personal items or items that are under your care.
- Students shall care for the bus properly by helping to keep it clean and orderly. Eating, drinking, and littering are prohibited. Students who vandalize and/or cause damage to buses shall pay for the cost of repair(s) and/or replacement(s).
- Students shall listen to and obey directions from the bus driver. Excessive noise, fighting, pushing, tripping, inappropriate language, and disorderly conduct are prohibited. Loud talking, laughing and/or unnecessary confusion can divert the bus driver's attention and may result in a serious accident.

Disciplinary steps to be followed when handling infractions:

First Violation: Stop the bus, reseal the student in a front seat. Give the offending student a written warning that states the reason(s) for the warning. The student shall remain seated in front. Continue regular run. Student and parent(s)/legal guardian(s) are to sign and return form to bus driver within two (2) school days. Bus driver shall make contact with parent(s)/legal guardian(s) to confirm the parent(s)/legal guardian(s) are aware of this first violation if the signed form is not returned.

Second Violation: Stop the bus, reseal the student in a front seat. Give the offending student a written suspension notice explaining the process to be completed before bus privileges will be resumed. The student shall remain seated in front. Continue regular run. Give a copy of the suspension notice to the bus company supervisor and the student's principal. The bus company shall call the student's parent(s)/legal guardian(s) to help resolve the problem. The student will not be readmitted on the bus until an honest effort to correct his/her behavior is indicated and a "Behavior Plan" is completed and signed by the student, the student's parent(s)/legal guardian(s) and the bus driver. Consequences of 1-3 days off the bus.

Third Violation: Stop the bus, reseal the student in a front seat. The student may be suspended at his/her bus stop at the end of that school day, or at the end of the morning run if so directed by a bus company representative. If a bus company representative determines that the student will not be taken home at the end of that school day, the student's principal will contact the student's parent(s)/legal guardian(s). The student shall remain seated in front. Continue regular run. Give the student a written notice recommending "Loss of School Bus Privileges" to take to his/her parent(s)/legal guardian(s). Give copies of the same notice to the bus company supervisor and the student's principal. The principal shall call the student's parent(s)/legal guardian(s) and set up a conference with the student, his/her parent(s)/legal guardian(s) and a bus company representative to discuss the problem and determine the length of the student's suspension (1-5 days).

Fourth Violation: The student will automatically be suspended with a recommendation to the Board for expulsion from bus privileges. This recommendation will be presented to the Board in a closed session.

Each year during annual registration, all parent(s)/legal guardian(s) are required to read this policy and sign off indicating that their student(s) will abide by these rules. This includes students who are not regular riders but who participate in school sponsored events involving bus transportation.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

FIRST VIOLATION - WARNING

Student Name Date Bus No.

Student at (circle one): K-2 LLE 3-5 TRIS 6-8 JCM 9-12 H.S. Grade _____

Today your child received this warning for inappropriate/unsafe behavior(s) on the bus. Please talk to your child about the choices he/she made today that were not good choices for bus behavior, and ask what he/she plans to do about his/her behavior. If your child continues with this behavior, the next step will be issuance of a second violation, which requires a written plan from your child before he/she can resume riding the bus. Thank you for your support.

Inappropriate/unsafe behavior(s):

- _____ Physical assault and/or fighting
- _____ Disrespectful to bus driver
- _____ Disrespectful to other students
- _____ Disrespectful to property
- _____ Threatening and/or intimidating bus driver and/or other students
- _____ Standing up, moving around and/or making distracting noises
- _____ Possession of harmful objects
- _____ Other _____

Additional comments: _____

Student Signature Date

Parent/Legal Guardian Signature Date

Bus Driver Signature Date

Please sign and return this form to the bus driver. If this form is not signed by the student and parent/legal guardian and returned within two (2) school days, the bus driver will make contact with the parent/legal guardian.

Bus Co.: 882-6883 K-2 LLE: 882-3100 3-5 TRIS: 882-3840 6-8 JCM: 882-3300 9-12 H.S.: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

SECOND VIOLATION - SUSPENSION OF SCHOOL BUS PRIVILEGES

Student Name Date Bus No.

Student at (circle one): K-2 LLE 3-5 TRIS 6-8 JCM 9-12 H.S. Grade _____

Today your child received a second violation warning for inappropriate behavior on the bus. Please talk to your child about the choices he/she made today that were not good choices for bus behavior, and ask what he/she plans to do about his/her behavior. The student will not be readmitted on the bus until an honest effort to correct his/her behavior is indicated and the "Behavior Plan" below is completed and signed by the student, the student's parent/legal guardian, and the bus driver. A bus company representative will be in contact with you within two (2) days to assist you in completing this form, if needed. Thank you for your support.

Bus driver will submit a copy of this form to the building principal the day of event or next morning.

- Inappropriate/unsafe behavior(s):
- | | |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Physical assault and/or fighting | <input type="checkbox"/> Threatening and/or intimidating bus driver and/or other students |
| <input type="checkbox"/> Disrespectful to bus driver | <input type="checkbox"/> Standing up, moving around and/or making distracting noises |
| <input type="checkbox"/> Disrespectful to other students | <input type="checkbox"/> Possession of harmful objects |
| <input type="checkbox"/> Disrespectful to property | |
| <input type="checkbox"/> Other _____ | |

Consequence: 1 - 2 - 3 days off the bus (circle one).

Additional comments: _____

BEHAVIOR PLAN

This Section Is To Be Completed By Student, His/Her Parent/Legal Guardian, and Bus Driver

What I intend to do to correct my future behavior: _____

I know what the rules are and I promise to abide by them.

Student Signature Date

I am aware of this problem and promise to do everything possible to correct the situation. I understand that if an infraction(s) occurs again, my child will be recommended for further loss of bus privileges. Your signature indicates your approval of the student's description of his/her infraction(s) and plan to correct his/her behavior.

Parent/Legal Guardian Signature Date

Bus Driver Signature Date

EVANSVILLE COMMUNITY SCHOOL DISTRICT

THIRD VIOLATION - SUSPENSION OF SCHOOL BUS PRIVILEGES

Student Name _____ Date _____ Bus No. _____

Student at (circle one): K-2 LLE 3-5 TRIS 6-8 JCM 9-12 H.S. Grade _____

Your child's bus privileges have been suspended because of the following infraction(s): _____

Bus Driver Signature _____ Date _____

Your child's principal will call you to set up a conference: _____
(Conference Date & Time)

CONFERENCE DECISION

We have met and discussed bus rules and procedures. It is understood that further infractions will result in a recommendation to the Evansville Community School District Board of Education for expulsion of bus privileges.

Loss/suspension of bus privileges: 1 – 2 – 3 – 4 – 5 days off the bus (circle one).

Principal Signature

Bus Driver Signature

Student Signature

Parent/Legal Guardian Signature

Bus Co.: 882-6883 K-2 LLE: 882-3100 3-5 TRIS: 882-3840 6-8 JCM: 882-3300 9-12 H.S.: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

PARENT NOTIFICATION
FOURTH VIOLATION A – SUSPENSION/EXPULSION OF SCHOOL BUS PRIVILEGES

_____ Student Name _____ Date _____ Bus No. _____

Student at (circle one): K-2 LLE 3-5 TRIS 6-8 JCM 9-12 H.S. Grade _____

Your child's bus privileges have been suspended because of the following infraction(s): _____

_____ Bus Driver Signature _____ Date _____

On this date _____, we have suspended your child's bus privileges until a permanent loss of his/her privileges can be determined by the Board of Education. Your child's principal will contact you prior to conducting an investigation and will then inform you of the results of the investigation in writing. This will be done in accordance with Evansville Community School District Board Policies: #443.2, *Student Conduct on Buses*; #443.21, *Rules for Student Conduct on Buses*; and #443.2 Forms 1-4B, *Violations*.

Bus Co.: 882-6883 K-2 LLE: 882-3100 3-5 TRIS: 882-3840 6-8 JCM: 882-3300 9-12 H.S.: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

NOTIFICATION OF PRINCIPAL'S INVESTIGATION
FOURTH VIOLATION B – EXPULSION OF SCHOOL BUS PRIVILEGES

Student Name _____ Date _____ Bus No. _____

Student at (circle one): K-2 LLE 3-5 TRIS 6-8 JCM 9-12 H.S. Grade _____

Your child's bus privileges were suspended on _____ and will continue until the Board of Education meets in closed session at _____ PM on _____.

You will receive notice of the time, date, location, etc. of this meeting. At this meeting, your child's principal will present the investigation results in accordance with Evansville Community School District Board of Education Policies: #443.2, *Student Conduct on Buses*; #443.21, *Rules for Student Conduct on Buses*; and #443.2 *Forms 1-4B, Violations*.

First Violation(s) and date(s) _____

Second Violation(s) and date(s) _____

Third Violation(s) and date(s) _____

Fourth Violation(s) and date(s) _____

Principal Signature _____ Date _____

BOARD OF EDUCATION FINAL DECISION

Loss of bus privileges from _____ to _____

Board of Education President Signature _____ Date _____

Board of Education Clerk Signature _____ Date _____

Bus Co.: 882-6883 K-2 LLE: 882-3100 3-5 TRIS: 882-3840 6-8 JCM: 882-3300 9-12 H.S.: 882-3501

Original signed form to bus company. Copies of form to student, parent/legal guardian and principal.

Approved: April 9, 2007
Revised: November 10, 2008
Revised:

662.3

1st Reading: 5/28/14; 2nd Reading: 6/11/14; 3rd Reading: 7/16/14
GENERAL FUND BALANCE

The Evansville Community School District Board of Education recognizes the need for carrying an operating reserve in the General Fund to:

1. Provide adequate working capital sufficient to meet the District's cash-flow requirements, thus minimizing any cash-flow (short-term) borrowing during the annual operating cycle;
2. Function as a safeguard to Fund unanticipated expenses that the District might incur; and
3. Demonstrate fiscal responsibility resulting in a higher credit rating, which will help to reduce District borrowing costs.

In recognition of these needs, the Board shall strive to develop a District budget which, will add sufficient Funds each year to the Fund 10 Fund Balance. The Board's goal for the unreserved designated Fund Balance shall be ten percent (10%) of Fund 10 audited expenditure as of June 30, 2010, and fifteen percent (15%) by 2020.

The Fund Balance will consist of five components according to the Government Accounting Standards Board Statement 54 designed to indicate both:

- Constraints on how resources of the Fund can be spent; and
- The sources of those constraints.

Non-Spendable Fund Balance: The Non-Spendable Fund Balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is Restricted, Committed, or assigned, then they should be included in the appropriate Fund Balance classification (Restricted, Committed, or assigned), rather than Non-Spendable Fund Balance.

Restricted Fund Balance: The Restricted Fund Balance classification should be reported as Restricted when constraints placed on the use of resources are either: a. externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b. Imposed by law through constitutional provisions or enabling legislation. Enabling legislation, as the term is used in this Statement, authorizes the government to assess, levy, charge, or otherwise mandate payment of resources (from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation. Legal enforceability means that a government can be compelled by an external party—such as citizens, public interest groups, or the judiciary—to use resources created by enabling legislation only for the purposes specified by the legislation.

Committed Fund Balance: The Committed Fund Balance classification are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Board of Education. Those Committed amounts cannot be used for any other purpose unless the Board of Education removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. Committed Fund Balance also should incorporate contractual obligations to the extent that existing resources in the Fund have been specifically committed for use in satisfying those contractual requirements.

In contrast to Fund Balance that is restricted by enabling legislation, amounts in the Committed Fund Balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the district that commit amounts to specific purposes is not considered to be legally enforceable. The formal action of the Board of Education that commits Fund Balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

Assigned Fund Balance: The assigned Fund Balance classification are amounts that are constrained by the district's intent to be used for specific purposes, but are neither Restricted nor Committed, except for stabilization arrangements. Intent should be expressed by the Director of Business Services. Assigned Fund Balance includes (a) all remaining amounts (except for negative Balances) that are reported in governmental Funds, other than the General Fund, that are not classified as Non-Spendable and are neither Restricted nor Committed and (b) amounts in the General Fund that are intended to be used for a specific purpose. By reporting particular amounts that are not Restricted or Committed in a special revenue, capital projects, debt service, or permanent Fund, the district has assigned those amounts to the purposes of the respective Funds. Assignment within the General Fund conveys that the intended use of those amounts is for a specific purpose that is narrower than the general purposes of the district itself. An appropriation of existing Fund Balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of Fund Balance. Assignments should not cause a deficit in Unassigned Fund Balance to occur.

Unassigned Fund Balance: The Unassigned Fund Balance classification is the residual classification for the general Fund. This classification represents Fund Balance that has not been assigned to other Funds and that has not been Restricted, Committed, or assigned to specific purposes within the general Fund. The General Fund should be the only Fund that reports a positive Unassigned Fund Balance amount. In other governmental Funds, if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative Unassigned Fund Balance.

To provide good fiscal management of any component of the Fund Balance, two separate motions shall be required to use any portion of these Funds for purposes other than meeting cash flow needs. The first motion must identify the amount of dollars to be transferred from any component of the Fund Balance to the operating budget. A second motion must identify the purpose of the expenditure(s). Both of these motions shall be approved by a minimum of five (5) Board members.

Legal Ref.: Section 65.90 Wisconsin Statutes (Municipal Budgets)

Local Ref.: Policy #662.31 - Committed Fund Balance

Approved:

662.31

1st Reading: 5/28/14; 2nd Reading: 6/11/14; 3rd Reading: 7/16/14

COMMITTED FUND BALANCE

The Committed Fund Balance classification are amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Evansville Community School District Board of Education. Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. Committed Fund Balance also should incorporate contractual obligations to the extent that existing resources in the Fund have been specifically committed for use in satisfying those contractual requirements.

In contrast to Fund Balance that is restricted by enabling legislation, amounts in the committed Fund Balance classification may be redeployed for other purposes with appropriate due process. Constraints imposed on the use of committed amounts are imposed by the government, separate from the authorization to raise the underlying revenue. Therefore, compliance with constraints imposed by the District that commit amounts to specific purposes is not considered to be legally enforceable. The formal action of the Board that commits Fund Balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period.

The Board will take action annually in June to commit the unspent budgeted dollars for the high deductible Health Reimbursement Arrangement (HRA) to be determined at the conclusion of the annual audit for the purpose of reducing future employee health insurance increases.

Local Ref.: Policy #662.3 – General Fund Balance

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF REGULAR MEETING

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, June 25, 2014, at 6:02 pm in the District Board and Training Center.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Rossmiller, Swanson, Busse, Rasmussen, Hammann, and Koenecke. Absent: Spanton Nelson.

APPROVE AGENDA

Motion by Ms. Hammann, seconded by Ms. Koenecke, moved to approve the agenda as presented. Motion carried, 6-0 (voice vote).

INFORMATION & DISCUSSION

Mayor Sandy Decker presented a Resolution in support of the preservation of Tax-Exempt Financing. Discussion.

Middle School Principal, Mr. Flaherty, and High School Principal, Mr. Everson, presented their monthly reports. Discussion.

Middle School Principal, Mr. Knott, presented on the middle school Business Ed position, the shortage of applicants for the position being part-time. Discussion. Consensus this position be long term and a full-time position.

District Administrator, Mr. Roth, shared that property by the Middle School, 111 Liberty Street, is for sale. Discussion. Mr. Roth will investigate further.

BUDGET FINANCE

Business Manager, Ms. Treuden, gave an update on the 2013-2014 budget.

Ms. Treuden presented the 2014-2015 budget. Discussion.

Ms. Treuden presented a Department of Public Instruction Fund 46 option. Discussion. Ms. Treuden will look into further.

Mr. Roth presented policy #657.1, Student Fee Schedule, for consideration of adding Robotics and Mathematics Teams fees to the schedule. Discussion. Policy to come back in January for further discussion.

Mr. Roth presented the Schools 2013-2014 donations received by each building and the fund raising activities that took place this past school year. Discussion.

Mr. Busse and Ms. Rossmiller presented an update on the Employee Compensation Committees. Discussion.

Ms. Swanson gave an update on the Evansville Education Foundation.

Mr. Roth presented a possible referendum timeline for discussion. Discussion. Consensus to hold a November 4 election, asking two questions, one on facilities and safety and the other on curriculum and technology. The money would be distributed over a five year period.

Ms. Hammann and Ms. Koenecke presented on the history of Open Enrollment in the District. Future Open Enrollment Committee meetings will take place as needed. Discussion.

Budget Finance agenda items discussed for the August 27 meeting.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve, with regrets, the retirement of Sandy Hauri, special education assistant, effective December 3, 2014, and thank her for her 24 years of service to the District. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Rossmiller, moved to approve the resignation of Sarah Lazarescu, High School English/Language Arts Teacher, effective June 16, 2014. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Ms. Koenecke, moved we approve the hiring of Tessa Nelson, Middle School Special Education Teacher, for a salary of \$47,551. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve the June 11, 2014, regular meeting minutes as presented. Motion carried, 6-0 (voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved we approve the preliminary 2014-2015 budget as presented. Motion carried, 6-0 (roll call vote).

COMMUNICATIONS COMMITTEE

Ms. Swanson gave an update on the work of this Committee.

POLICY COMMITTEE

Ms. Rossmiller presented for a first reading, policies: #443.2-Student Conduct on School Buses; #443.21-Rules for Student Conduct on Buses; #443.2 Form 1-First Violation-Warning; #443.2 Form 2-Second Violation-Suspension of School Bus Privileges; #443.2 Form 3-Third Violation-Suspension of School Bus Privileges; #443.2 Form 4A-Fourth Violation A-Suspension/Expulsion of School Bus Privileges; #443.2 Form 4B-Fourth Violation B-Expulsion of School Bus Privileges; #454-Reporting Child Abuse and Neglect; #454.1-Reporting Child Abuse and Neglect, Administrative Guidelines; and #454.1 Form-Child Protective Services Referral. Discussion. Policies to be revised and come back for a second reading and for approval in July.

BOARD DEVELOPMENT

Ms. Rossmiller presented for a first reading, policies: #151-Board Policy Development; #151.1-Definition, Adoption, Amendment and Termination of Policy; #151.2-Access to Board Policies;

#151.3-Administration in Policy Absence; and #151.4-Definition and Board Review of Administrative Rules. Discussion. Policies to be revised and come back for a second reading. Board Development agenda items discussed for the August 27 regular meeting.

FUTURE AGENDA

July 16, 2014, regular meeting agenda discussed.

BREAK

A five minute break taken.

EXECUTIVE SESSION

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to move into executive session, under Wisconsin State Statute 19.85(1)(c) to discuss district administrator evaluation. Motion carried, 6-0 (roll call vote).

ADJOURN

Meeting adjourned from executive session at 10:48 pm.

Submitted by John Rasmussen, Clerk

Approved: _____
Kathi Swanson, President

Dated: _____

Approved: 7/16/14

UNAPPROVED MINUTES

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda
Wednesday, August 13, 2014
6:00 p.m.

District Board and Training Center
340 Fair Street (Door 36)

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the [Evansville Review](#), Union Bank & Trust and Eager Free Public Library.

	<u>Approx Time</u>
I. Roll Call: Tina Rossmiller John Rasmussen Amanda Koenecke Kathi Swanson Sandra Spanton Nelson Eric Busse Melissa Hammann	1 min
II. Approve Agenda.	1 min
III. Public Announcements/Recognition/Upcoming Events: <ul style="list-style-type: none">• Back to School Days – August 19, 10:00 am-2:00 pm• September 2 – First Day of School• September 24, Annual School Board Meeting, 7:00 pm• November 4, Referendum Election	1 min
IV. Public Presentations.	10 min
V. Information & Discussion: <ul style="list-style-type: none">A. 2014-2015 FFA Overnight Field Trips.B. Second Reading of Policies: #447-Student Discipline: Detention, Suspension, Expulsion; #447.1-Use of Physical Force or Restraint by Staff; #447.1 Form-Restraint Report; #443.22-Student Discipline: Detention, Suspension, Expulsion From District Contracted Transportation Provider; #751-Student Transportation Services; #751.1-Procedures for Student Transportation Services; #751.2-School Bus Safety Program; #751.2-School Bus Safety Program; #751.3-Use of Video Cameras on School Buses; #751.4-Co-And Extra-Curricular Transportation; and \$751.4 Form-Contest Travel Release.C. Strategic Planning Discussion.D. Referendum Communication Plan/Strategy.	__ min
VI. Public Presentations.	5 min
VII. Business (Action Items): <ul style="list-style-type: none">A. Approval of Staff Changes:B. Approval of Donation From Sports Boosters, High School Gym Floor.C. Approval of Employee Salary Increases for 2014-2015 School Year.D. Approval of Updated 2014-2015 Budget.	15 min

- VIII. Consent (Action Items): 2 min
- A. Approval of Policies: #151-Board Policy Adoption, Review and Implementation; #151.1-Definition, Adoption, Amendment and Termination of Policy; #151.2- Access to Board Policies; #151.3-Administration in Policy Absence; #151.4- Definition and Board Review of Administrative Rules; #454-Reporting Child Abuse and Neglect; #454.1-Reporting Child Abuse and Neglect, Administrative Guidelines; and #454.1 Form-Child Protective Services Referral.
 - B. Approval of July 16, 2014, Regular Meeting Minutes.
 - C. Approval of June Bills and Reconciliation.
- IX. August 27, 2014, Regular Meeting Agenda. 5 min
- X. Adjourn. 1 min

Mission Statement:

The Evansville Community School District, in active partnership with families and the community, will provide a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.

Vision Statement:

Creating a culture of excellence in:

- *Academic achievement*
- *Character development*
- *Pursuit of arts, athletics, and other activities*
- *Community engagement*
- *Highly-effective staff*

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Persons needing special accommodations or more specific information about the agenda items should call 882-5224, Ext. 3387, at least 24 hours prior to the meeting.

Posted: